MUSAC ENROL and Learning Management Interoperability ("ELMU") Utilities

User Guide

Part A: The MUSAC ENROL Utility

Part B: The MUSAC Learning Management Interoperability Utility

MUSAC Classic June 2010

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2010.6.6

Introduction to the MUSAC ENROL and Learning Management Interoperability Utilities

The MUSAC ENROL and Learning Management Interoperability Utilities combine two functional areas, namely:

Part A: The MUSAC ENROL Utility

and

Part B: The MUSAC Learning Management Interoperability Utility

This User Guide is divided into the above two distinct sections, each covering one of the functional areas. Not all schools will require the Learning Management Interoperability functionality.

MUSAC's Enrol and Learning Management Utility "ELMU" incorporates both the ENROL functionality and the Learning Management Interoperability functionality.

MUSAC ENROL

ENROL is the Ministry of Education's central electronic register of all students who are attending or who have attended school in New Zealand. It enables the Ministry to keep track of students as they enrol in, change or leave schools by providing a complete enrolment history of each student. Schools are required to update ENROL with all enrolments and un-enrolments in a timely manner.

MUSAC LEARNING MANAGEMENT INTEROPERABILITY

A Learning Management System "LMS" is a software application which delivers learning content, resources and other data of educational value to students and caregivers. There are a number of providers in New Zealand. An LMS will enable schools to inform caregivers and students of specific information so that learning dialogue and activities at home can reinforce learning and assist to move the learning forward.

The student data contained in this document has been supplied by the Ministry of Education.

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1 Part A: The MUSAC ENROL Utility

The overall goal is to keep the School Roll in Student Manager as closely synchronized with ENROL (the MoE's register) as is possible. The MUSAC ENROL Utility is provided to facilitate this process and reduce the amount of double data-handling. As the student's NSN is used to link the student in Student Manager with their record in ENROL, the 'Get/Check NSN' must be fully implemented in the school. The server settings from Student Manager > Configure Settings will pre-populate the server settings in ENROL.

1.1 Overview of the MUSAC ENROL Utility

The MUSAC ENROL Utility will:

- Remind the Student Manager Administrator to upload all new enrolments to ENROL once they have started attending the school.
- Remind the Administrator to upload the required leaver information to ENROL once the student has left the school.
- Facilitate the upload process, by creating the messages containing the student data which requires uploading to ENROL using the data already held in Student Manager, for the students selected from a list.
- Inform the Administrator of the success or failure of the upload and clearly indicate what should be done to fix any errors.

Note: The ENROL Utility is only available to those with Administrator access. Backup of data is taken care of as part of Student Manager backup process.

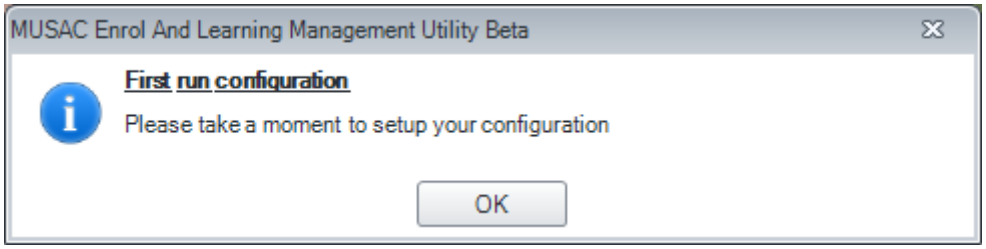
1.2 Installation

The MUSAC ENROL Utility will be installed via the same Mega-Installer used to update or install MUSAC Classic.

Note: The Microsoft.Net 3.5 SP1 Framework is required for this Utility. You can manually download .Net 3.5 SP1 from Download Microsoft .Net 3.5 SP1 Framework.

The MUSAC ENROL Utility uses the MoE's WSS Wrapper to communicate with ENROL. The Wrapper and installation instructions can be downloaded from our website www.musac.co.nz.

Please ensure this is installed and operating correctly before attempting to use the ENROL Utility. Please refer to the MUSAC eRoll Returns User Manual for installation and trouble-shooting.


MUSAC Enrol And Learning Management Utility Beta
First run configuration
Please take a moment to setup your configuration
OK

See the MUSAC Learning Management Interoperability Utility Configuration heading later in this document for first-time only configuration required only on the Server to use this Utility.

1.3 Starting the ENROL Utility

Click the >ENROL button, which is available to Administrators on the Student Manager Main Menu screen in the 'ENROL Reminders' box if students are waiting to be updated in ENROL. These waiting students will appear in the batch to be sent when the ENROL Utility is launched.

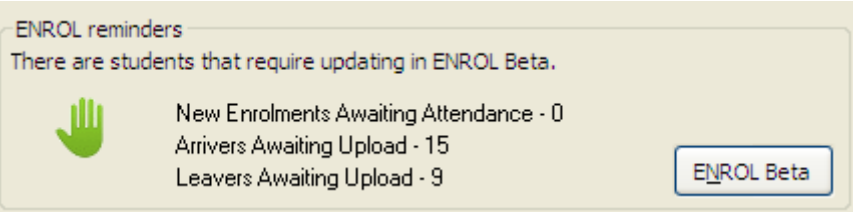

ENROL reminders
There are students that require updating in ENROL Beta.
New Enrolments Awaiting Attendance - 0
Arrivers Awaiting Upload - 15
Leavers Awaiting Upload - 9
ENROL Beta

Figure 1: Student Manager access to ELMU Utility

1.3.1 New Enrolments Awaiting Attendance

Students will fall into this group when they have been added as a new student in Student Manager, but do not yet have an attendance record that equates to a "P" or "J" Truancy code, and the change has not yet been uploaded to ENROL. These students are not yet ready to be uploaded to ENROL and will not yet appear in MUSAC ENROL Utility, are expected to appear shortly.

1.3.2 Arrivers Awaiting Upload

A Student will fall into this group when they have been added as a new student in Student Manager, but do not yet have an attendance record that equates to a "P" or "J" Truancy code, a 'Date Started Here' not more that 120 days in the past and must also have an entry for 'Year' for This Year on the student's Personal document. The change must not yet have been uploaded to ENROL.

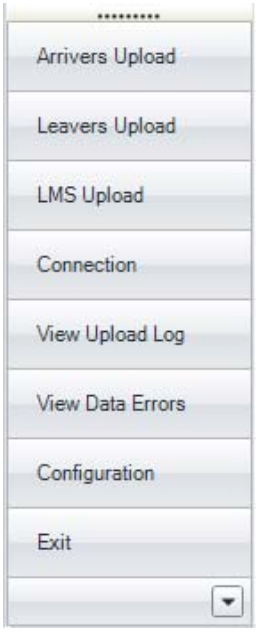
1.3.3 Leavers Awaiting Upload

A Student will fall into this group when their status has been changed to 'Leaver' in Student Manager (they have been un-enrolled), and the change has not yet been uploaded to ENROL. When the Utility is first installed, all Leavers in the current database will appear as 'awaiting upload'.

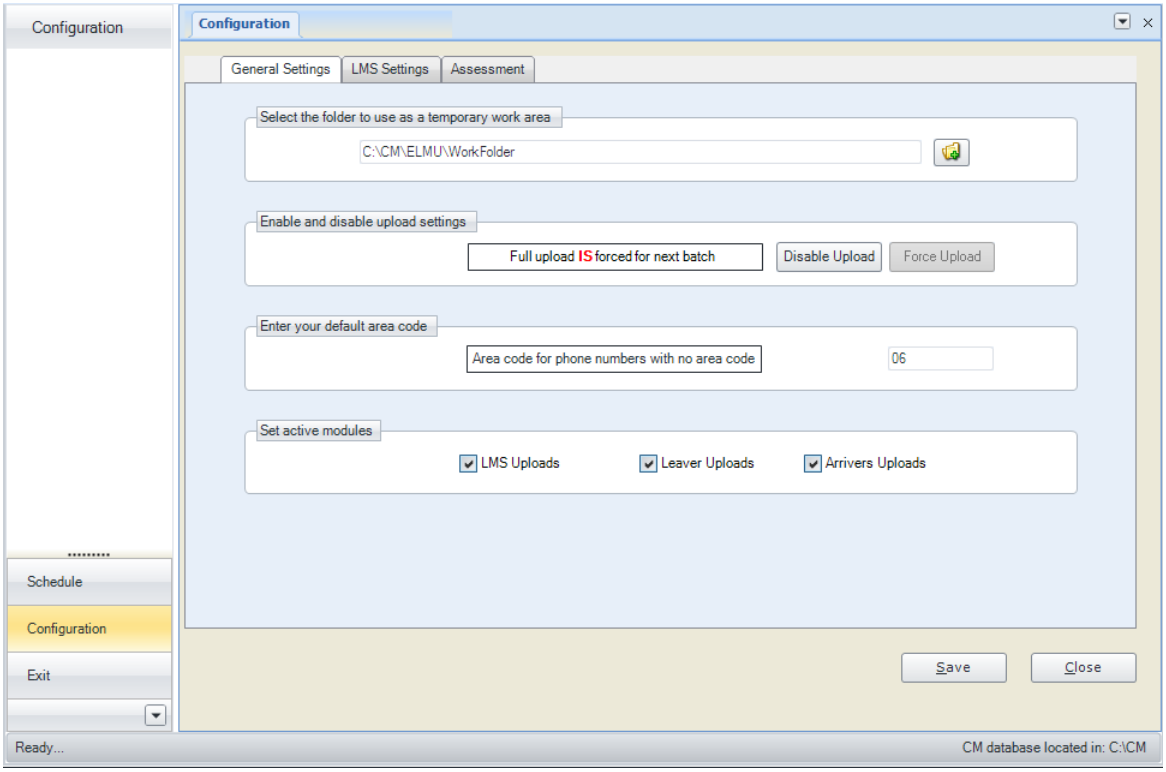
The 'ENROL Reminders' box will not be visible if there are no students waiting to be updated in ENROL. On first run, the user is prompted to configure the Utility on the Configuration Tab.

1.4 MUSAC ENROL Utility Navigation

The Utility is navigated using the buttons on the side-bar on the left of the screen. The selected button will then open the relevant tab to the right.



1.5 The Configuration Tab



- The location of the CM Work Folder

On first run the user needs to nominate the location of their ClassRoom Manager folder. This folder contains the MUSAC databases (CM.mdb, SM.mdb etc.). Default values are set for a 'Work Folder' and an 'Upload Folder', based on the path selected as the CM folder, but you can browse for these values can be changed as required.

- The Work Folder

This folder holds temporary files and output before it is copied to the upload folder.

- The Upload Folder

This folder holds the files required to upload student data to ENROL.

- Enable and disable upload settings

This section allows the user to disable the transport of messages to ENROL completely if required. When this setting is disabled, the user will still be able to generate message files into the work folder for diagnostic purposes. The 'Force upload' button allows the converse action of forcing the selected students in the tree view or batch who do not have data errors to be uploaded. This is provided as an emergency 're-set' action.

- Settings to manage transport and Sync List

The 'Sync List' refers to the students from the batch who have been selected for upload. This section allows the user to completely clear the 'Sync List', typically required after the end of year rollover.

- Enter your default area code

The section allows the user to set up a default phone area code to assist in validating phone numbers. If an area code has not been entered for local numbers, this default code will be used. International and "2 degree" phone numbers are not validating correctly and though processed, will remain yellow.

- Select messages for batch upload

As this Utility is used for both ENROL and Learning Management Interoperability, this section allows the user to select which messages are to be created and sent. For ENROL, both 'Arrivers Uploads' and 'Leaver Uploads' should be ticked.

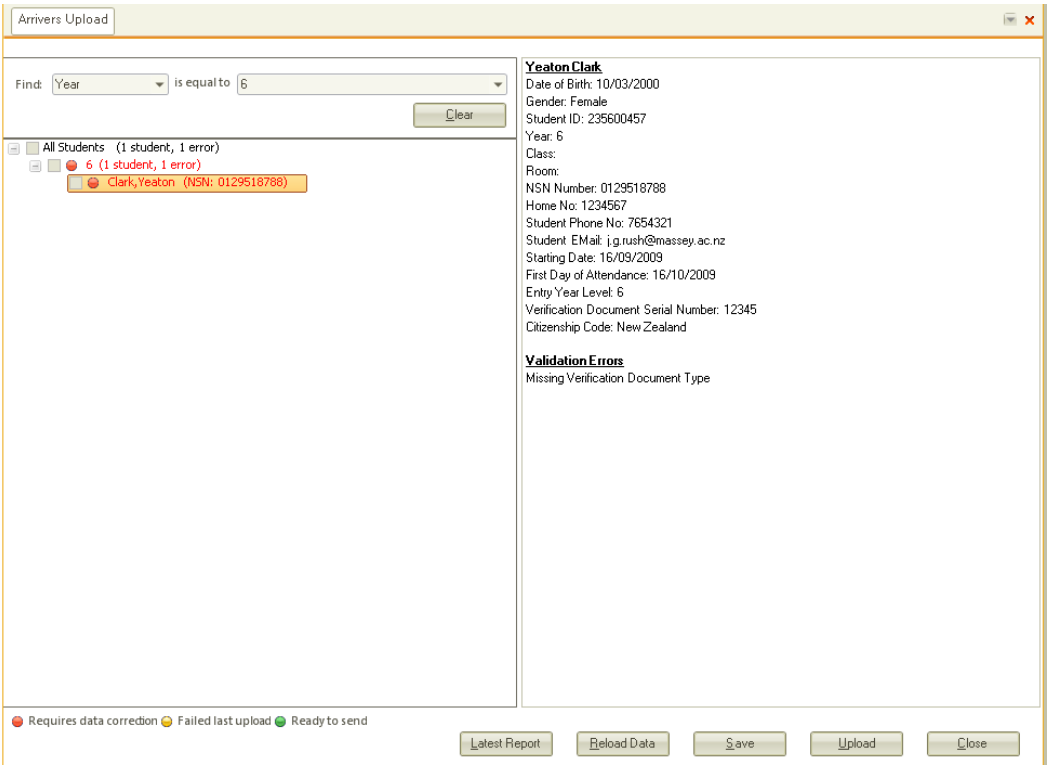
1.6 The Student Tree View (or Batch)

Note: The Student Tree View contains the current batch of students identified by the Utility as requiring updating in ENROL.

These students are in the Arrivers Tree View because they are new enrolments at the school and have officially attended school, or in the Leavers Tree View because their status has been changed to 'Leaver' in Student Manager. The Tree View appears on the left of the tab. The number of students in the relevant Tree View will match the number indicated in the 'ENROL Reminders' box on the Student Manager front screen.

Once students listed in the Arrivers or Leavers Tree Views have been uploaded successfully, they will drop out of the Tree View.

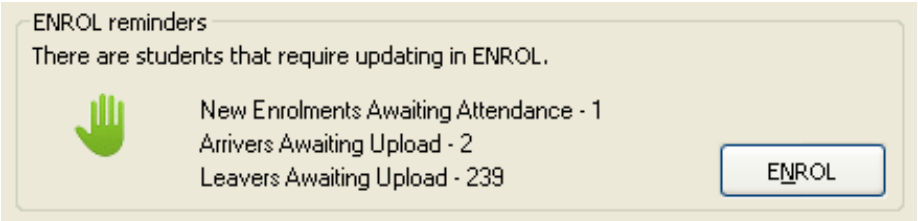
1.7 Arrivers Upload Tab



The Arrivers Upload Tab consists of two main areas - the left-hand side shows the Tree View ie. the students who can be selected for upload and the right-hand side displays details about the currently selected student or information about the results of uploads that have been performed. The student in the Tree View can be grouped by year, horizontal or vertical group.

A search facility is available above the Tree View. This feature is designed to assist the user in locating a particular student, class or year. The left hand combo selects the display mode and the right hand combo has an incremental search facility to locate the required student. A 'Clear' button is provided to reset the tree view to show all students.

The number of students appearing in the Tree View will match the number awaiting upload on the front screen of Student Manager.

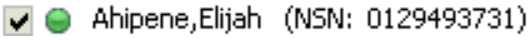

ENROL reminders
There are students that require updating in ENROL.
New Enrolments Awaiting Attendance - 1
Arrivers Awaiting Upload - 2
Leavers Awaiting Upload - 239
ENROL

If there are 2 'Arrivers Awaiting Upload' in SM, then there should be 2 students in the Tree View.

Note: For a new arriver to appear as 'Awaiting Upload', they must have a status of Full- or Part-time, an attendance record in AB6 which translates to a Truancy code of 'P', a 'Date Started Here' not more than 120 days in the past, and must also have an entry for 'Year' for This Year on the student's Personal document.

In the Tree View, students that are highlighted in red (with a red dot) have data that requires attention as it has errors that will prevent the student's data being uploaded to ENROL. Students that are not ready to send (indicated by a red dot) cannot be selected by ticking in the tick-box.

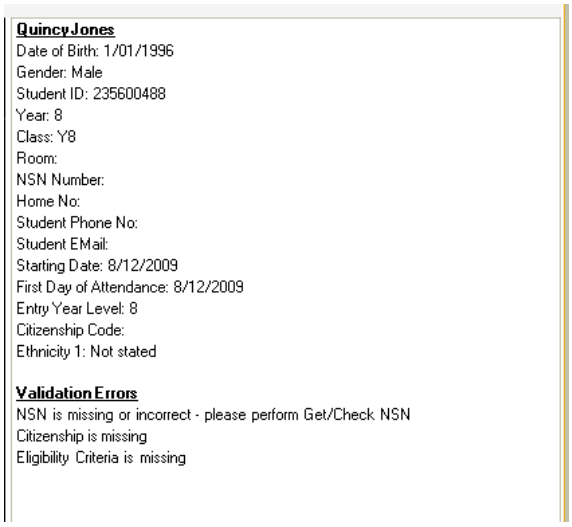
Where a student's details have been found to be without error, a green dot indicates that they can be uploaded.



Where a student's upload failed on a previous attempt, a yellow dot will be displayed next to their name.

Students ready to be uploaded will be selected (a tick in the tick-box) by default.

To display a student's details in the right-hand pane, click on the student in the Tree View.



The buttons at the bottom of the tab perform the following functions:

- 'Latest Report' - will print to preview, the report of the last Arrivers Upload performed.

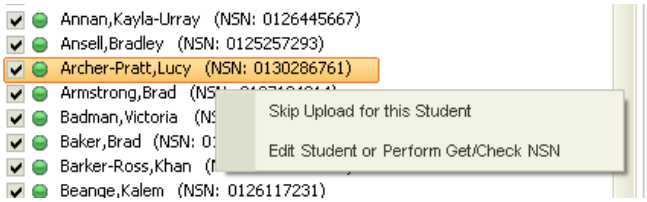
- 'Reload Data' - will reload the Tree View with the refreshed list of waiting students and their current refreshed details. Data should be reloaded so that changes that have been made in Student Manager to correct any errors that have been identified, can be viewed. A reload will be performed automatically if the 'Upload' button is clicked.

- 'Upload' - will create the required messages for the selected students and upload them to ENROL. When the process completes, a summary report will be displayed in the right-

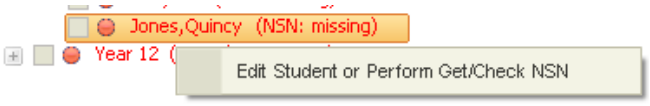
hand pane. Processed students will be displayed in the list below. Click on an individual students to see their upload results. When an upload is started, the data will first be refreshed.

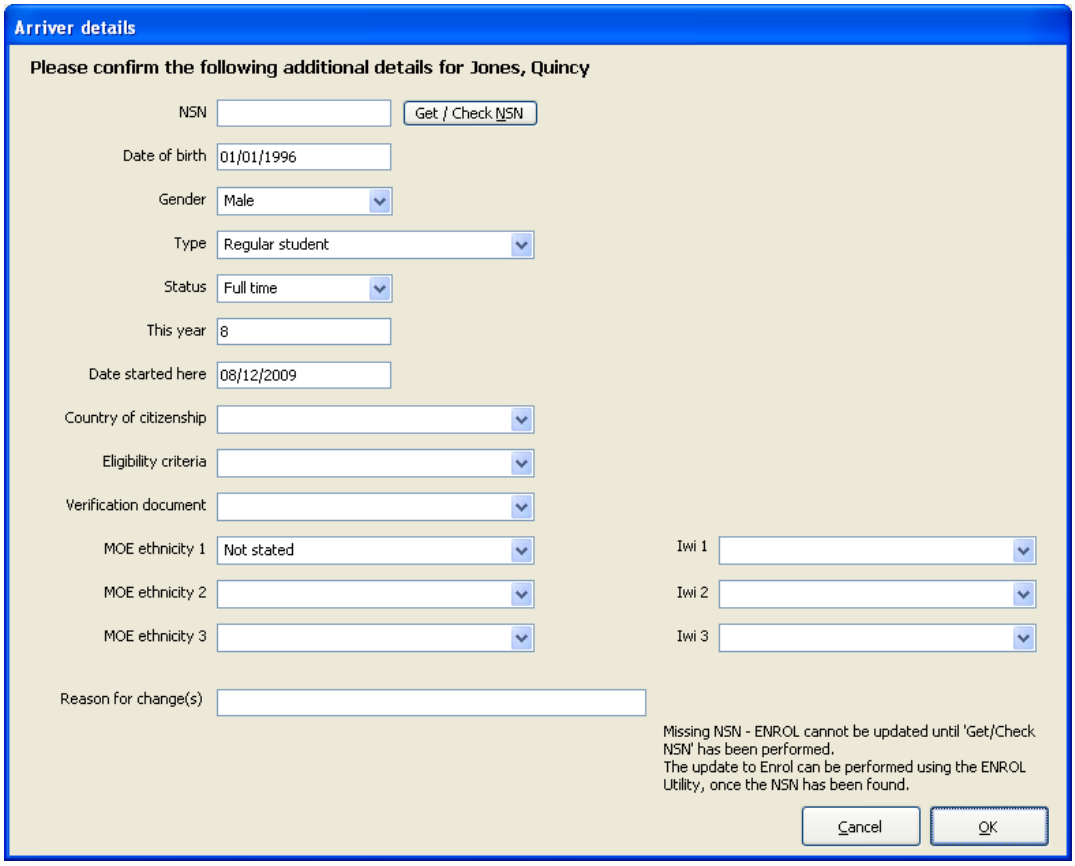
- 'Save' - will save the student selection made in the Tree View.
- 'Close' - closes the Arrivers Tab. Use the 'Exit' button at the bottom of the navigation pane to close the Utility.
- 'Upload' - becomes an 'Abort' button, once an upload has commenced.

A student without data errors can be removed from the Tree View (batch) by right-clicking on the student's name. (>Skip Upload for this Student) Since this should only occur in exceptional circumstances, the user will be asked to confirm that they wish to skip the upload of the student.



A student's data can be edited directly by right-clicking on the student's name in the Tree View. (>Edit Student or Perform Get/Check NSN) A screen will be displayed where the user can correct any error or enter any additional data required for this student.





1.8 Arriver Data Validation

All data pertaining to a new student enrolment, to be sent via a message to ENROL, is validated in the ENROL Utility prior to sending. This is the data entered against the student in Student Manager when the student is enrolled and should be corrected there.

The following is an overview of the data validation that occurs in the ENROL Utility.

1.8.1 Required Core Identity Data

- Enrolled At – the correct MOE number of the enrolling school
- NSN – the correct NSN for the student
- Gender – male or female
- Date of Birth – a valid date in the past

1.8.2 Required Arrival Data

- First day of Attendance – a valid date, on or before the current date, based on an attendance record that equates to a 'P' or 'J' Truancy code.
- Entry Year Level – an instructional year level between 1 and 13.

- Eligibility Criteria – must be from the MoE defined list.
- Part-time – set to true if the student is attending part-time and is 16 or older on the first day of attendance.

1.8.3 Optional Arrival Data

- Verification Document Type – must be from the MoE defined list if required.
- Verification Document Serial Number - must be valid and present if a Verification Document is included.
- Waiver End Date – only included if Eligibility Criteria is "28 Day Waiver" or "Extended 28 Day Waiver", and must then be a valid date.
- Exchange Scheme – required if Eligibility Criteria is "Student on Government approved exchange scheme", and must then be from the MoE defined list.
- Citizenship – required if a Verification Document is included, must be from the MoE defined list and must match the Eligibility Criteria.
- Ethnicities – must be restricted to the MoE defined list.
- Iwi – must be restricted to the MoE defined list.
- Address – if included, must have a Street Name and Number, and a Town or City.
- Weekly Tuition Fee – must only be included if Eligibility Criteria is "International Fee Paying", and must be a numeric value greater than 0, to two decimal places.

1.9 To perform an Arrivers Upload to ENROL

1 Open ENROL – either from the 'ENROL' button on the front screen of Student Manager, or >Start >Program Files >Musac Learning Management Interoperability.

2 Click >Arrivers Upload on the navigation side-bar.

3 The students waiting to be uploaded will appear as a batch in the Tree View. All the validated students will be selected to upload (tick-box ticked) by default. De-select any students which you might not want to upload in this batch by clicking in the tick-box next to their name.

4 Click >Upload. The upload will begin, starting with a connectivity test. As the students are processed, progress will be displayed under the rolling progress bar.

5 A success or failure response will be returned by ENROL for each student.

6 When the upload is complete, a summary of the upload will be displayed in the right-hand pane at the top, while a list of students, sorted by success or failure will be displayed below.

Individual student drill-down results can be viewed by clicking on the relevant student in the list.

7 A report of the upload, showing all the details can be printed to a preview window by clicking the 'Latest Report' button. It can be sent to the printer if required.

8 Students uploaded successfully will no longer be visible in the Tree View in the left-hand pane and are no longer part of the next batch. Students that are not uploaded successfully will normally remain in the Tree View and will be in the next batch. However, if ENROL finds that a student is already registered as enrolled in your school, the student is removed from the Tree View and so will not be part of the next batch.

9 If a record cannot be found on ENROL with the NSN entered for a student, the NSN is removed from the student record in Student Manager. The student data is no-longer valid and is unable to be uploaded until the NSN is corrected.

1.10 Responses and Errors returned from ENROL for Arrivers

Errors could be either Data errors that have not been trapped prior to attempting to upload a student's message to ENROL, or Transport errors which may occur because of hardware or connectivity issues. Transport/Connectivity Errors are detailed in 'Connection Test Tab' in this document.

If the student's enrolment has been successful, ENROL will return a 'Success' response.

1.10.1 Data Errors

1 Error Code 54 - "Request Invalid! Your school (School ID xxx) is currently not configured in ENROL. Please ring the MoE e-Admin Contact Centre if you require assistance."

MUSAC Client Services cannot help you with this error. Your school must be configured in ENROL. The e-Admin Contact Centre can be contacted on: Phone: (04) 463 8383.

2 Error Code 54 – "The School id in parameters (XXXX) does not match with the provider id in the payload (YYYY) – please contact your SMS vendor."

In this case, please contact MUSAC Client Services for assistance on 0800 600 159.

3 Error Code 54 – "Entry year level X is invalid for school type Y"

A student's Entry Year Level is their instructional year level when they were enrolled in your school. It must be between 1 and 13. This error occurs if the student's entry year level is not correct for your type of school. eg. your school might be a primary school and you have entered the Entry Year Level as 13 instead of 3 in error. Year 13 is not valid for a primary school. Please correct the student's Entry Year Level in Student Manager.

4 DOB/Gender Mismatch

ENROL matches students on their NSN. If the Date of Birth or Gender of the student being uploaded does not match with the Date of Birth or Gender held by ENROL for a student with this NSN. This error could indicate that the Date of Birth or Gender is incorrect, but it could also

indicate that the NSN is incorrect on this student and ENROL is attempting to match the student's data with another student entirely! Please check **all three fields** carefully.

5 Pending Enrolment Error 54 Message

There are 3 different pending enrolment errors which indicate that the students enrolment in your school cannot be completed as the student is still enrolled in another school. For all of these errors, MUSAC Client Services are unable to assist you. Please contact the MoE's e-Admin Contact Centre on (04) 463 8383 to resolve this issue. The error messages are – "According to ENROL, there is already a pending enrolment for the student at your school. The student can't be enrolled in your school until they have been withdrawn from their previous school. Please contact the e-Admin Contact Centre if you require assistance.", "The student is currently enrolled and another school is waiting to enrol them. Please contact the e-Admin Contact Centre if you require assistance." and "Student <legal name of student> is currently enrolled at <name of school with pending enrolment>. Until this situation has been resolved you cannot attempt to enrol them. Please contact the e-Admin Contact Centre if you require assistance."

6 Error Code 54

"Your school is not a signatory to the Code of Pastoral care for International Students and cannot enrol this student. Please contact the e-Admin Contact Centre if you require assistance." This student's Eligibility Criteria has been entered as 'International Fee Paying Student', but your school is not entitled to enrol fee paying students. Please correct this in Student Manager.

7 Invalid First Day of Attendance

The student's First Day of Attendance must be after, or the same as, the Last Day of Attendance at the school where the student was previously enrolled or First day of Attendance if the student is still enrolled there. In the first case, an 'Invalid First Day of Attendance' error will be reported is invalid. In the second, a pending enrolment will be created which must be resolved.

8 Invalid Verification Documents

A valid set of Verification Documents must be entered for the student's Citizenship. Only student's with Eligibility Criteria set to NZ Citizen, NZ Resident or Australian Citizen do not require verification Documents (see Appendix E).

1.11 ENROL Processing Rules

1 If a Student is still enrolled at another school, a pending enrolment will be created by ENROL and all details other than First Day of Attendance will be discarded.

2 If Verification Documents were provided **and required** then ENROL will overwrite all of the existing values with the provided ones. If they were not required then ENROL will disregard the new information and keep the existing data.

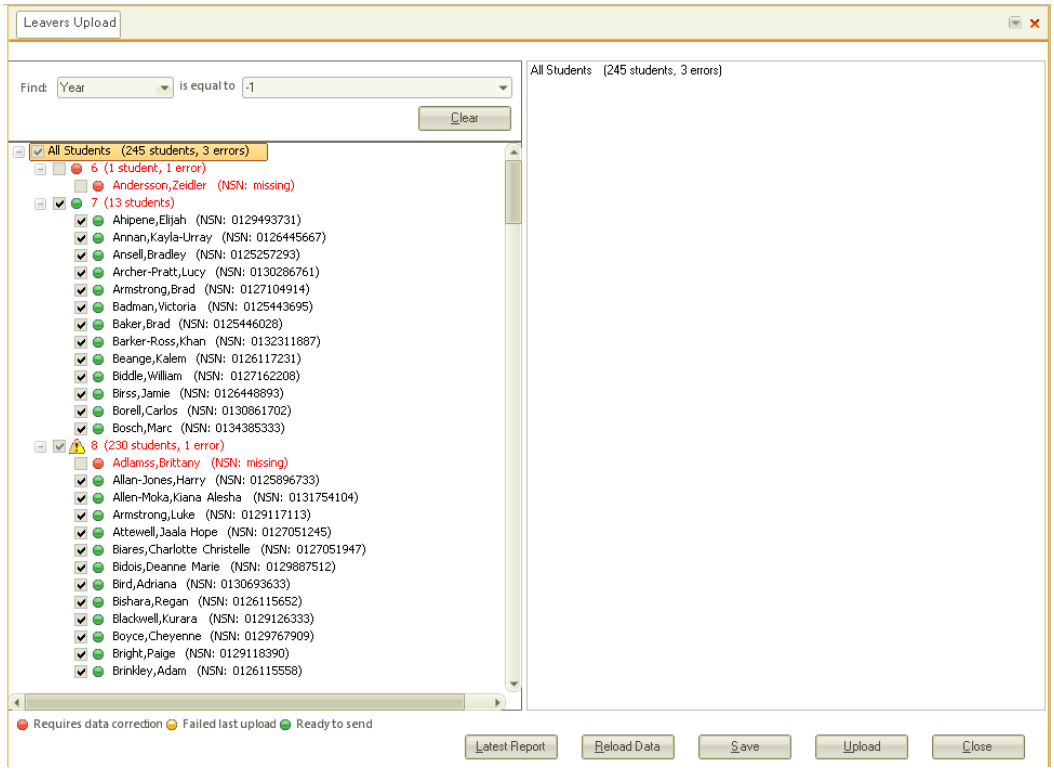
3 If any address details are supplied, then ENROL will replace the complete address with the details supplied. Where there are no address details, any details currently held by ENROL will be retained.

4 If one or more Ethnicity is supplied, the complete Ethnicity set will be replaced with those supplied. If no Ethnicities are supplied, any Ethnicities currently held by Enrol will remain unchanged.

5 If one or more Iwi is supplied, the complete Iwi set will be replaced with those supplied. If no Iwi are supplied, any Iwi currently held by Enrol will remain unchanged.

6 All intended destination schools will be removed from ENROL once the student has been enrolled in a new school.

1.12 Leavers Upload Tab

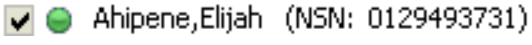


Like the Arrivers' Upload Tab, the Leavers' Upload Tab also consists of two main areas - the left-hand side shows the Tree View i.e. the students who can be selected for upload and the right-hand side displays details about the currently selected student or information about the results of uploads that have been performed. The students in the Tree View can be grouped by year, horizontal or vertical group.

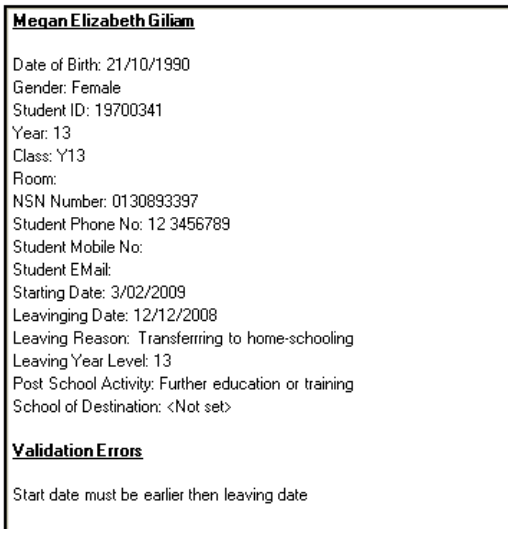
A search facility is available above the Tree View. This feature is designed to assist the user in locating a particular student, class or year. The left hand combo selects the display mode and the right hand combo has an incremental search facility to locate the required student. A 'Clear' button is provided to reset the Tree View to show all students.

In the Tree View, students that are highlighted in red (with a red dot) have data that requires attention as it has errors that will prevent the student's data being uploaded to ENROL.

Where a student's details have been found to be without error, a green dot indicates that they can be uploaded.



To display a student's details in the right-hand pane, click on the student in the Tree View.

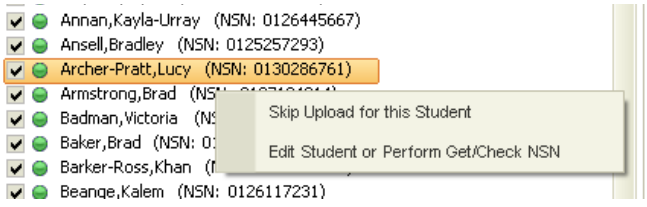


Students that are ready to be uploaded will be selected (a tick in the tick-box) by default.

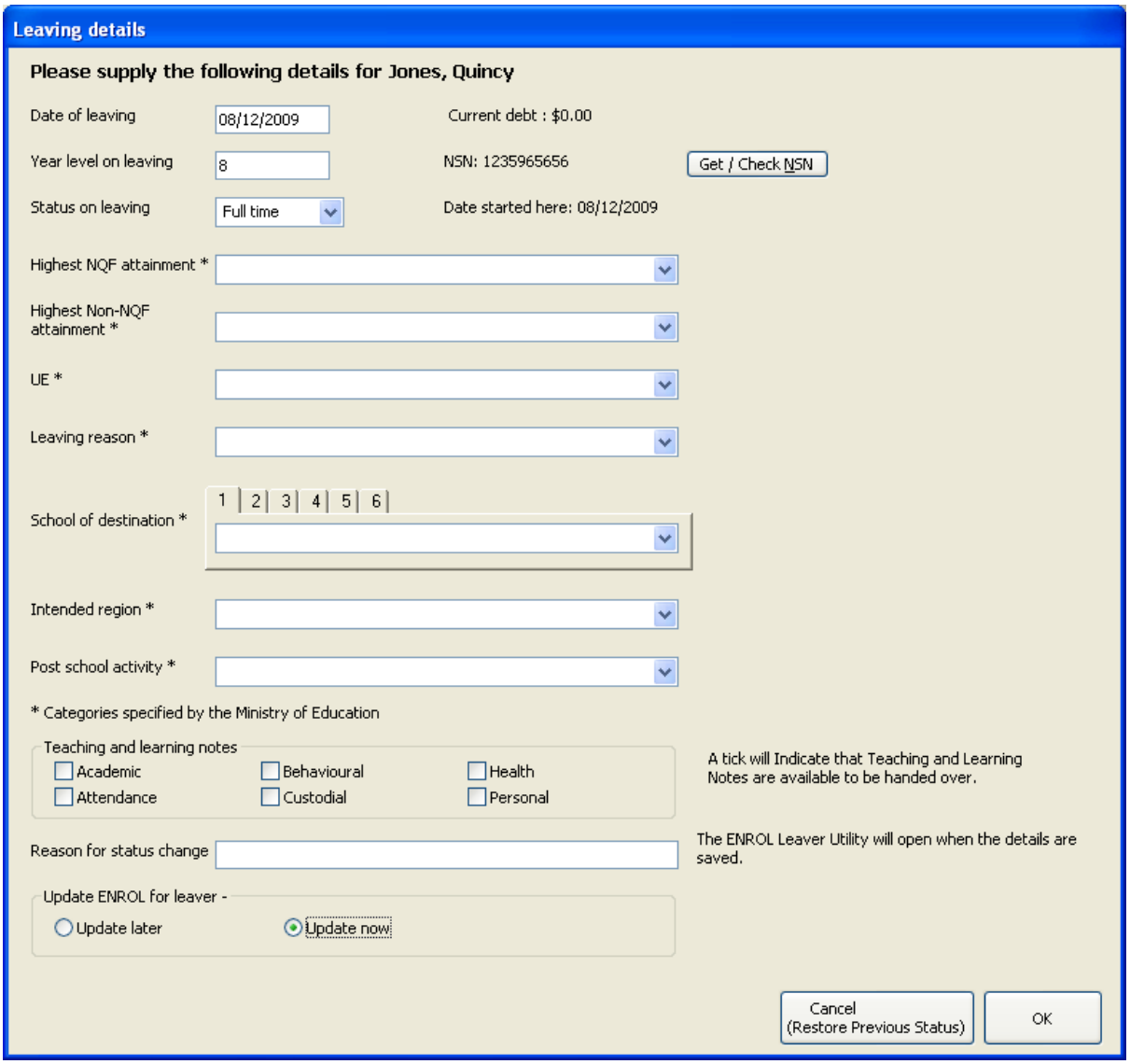
The buttons at the bottom of the tab perform the following functions:

- Latest Report – will print to preview, the report of the last Leavers Upload performed.
- Reload Data – will reload the Tree View with the refreshed list of waiting students and their current refreshed details. Data should be reloaded so that changes, that have been made in Student Manager to correct any identified errors, can be viewed. A reload will be performed automatically if the 'Upload' button is clicked.
- Upload - will create the required messages for the selected students and upload them to ENROL. When the process completes, a summary report will be displayed in the right-hand pane. Processed students will be displayed in the list below. Click on an individual students to see their upload results. When an upload is started, the data will first be refreshed.
- 'Save' – will save the student selection made in the Tree View pane.
- The 'Close' button - closes the Leavers Tab. Use the 'Exit' button at the bottom of the navigation pane to close the Utility.
- The 'Upload' button becomes an 'Abort' button, once an upload has commenced.

A student without data errors can be removed from the Tree View (batch) by right-clicking on the student's name. (>Skip Upload for this Student) Since this should only occur in exceptional circumstances, the user will be asked to confirm that they wish to skip the upload of the student.



A student's data can be edited directly by right-clicking on the student's name in the Tree View. (>Edit Student or Perform Get/Check NSN) A screen will be displayed to allow the user to edit the student's data directly.



1.13 Leaver Data Validation

All data pertaining to a student un-enrolment, to be sent via a message to ENROL, is validated in the ENROL Utility prior to sending. This is the data that is entered against the student in Student Manager when a student's status is changed to 'Leaver' and should be corrected there.

The following is an overview of the data validation that occurs in the ENROL Utility.

1.13.1 Required Core Identity Data

- Enrolled At – the correct MOE number of the enrolling school
- NSN – the correct NSN for the student
- Gender – male or female
- Date of Birth – a valid date in the past

1.13.2 Required Leaving Data

- Date of Leaving (Last day of Attendance) – a valid date, which can be in the past and up to a month in the future.
- Year Level on Leaving – an instructional year level between 1 and 13, which is valid for your school type.
- Leaving Reason – must be selected from the MoE defined list. For some of these destinations, if they are selected, further details might be checked for validity. (e.g. A student who is not yet 16 years of age can only be excluded from a school, not expelled.) Clear messages are displayed on the Leaving Details screen in Student Manager where the leaving details are entered, to ensure that the rules are easy to follow and the details are completed correctly.
- Post-school Activity – is required if certain Destinations are selected. Clear messages on the Leaving Details screen in Student Manager will make the rules easy to follow.
- Teaching and Learning Notes – the user can indicate which notes are available to hand over to the next school.

1.13.3 Optional Leaving Data

- Intended Region - must be from the MoE defined list if entered.
- School of Destination - must be from the MoE defined list of open schools if entered.

1.14 To perform a Leavers Upload to ENROL

1 Open ENROL – from the 'ENROL' button on the front screen of Student Manager.

2 Click >Leavers Upload on the navigation side-bar.

3 The students waiting to be uploaded will appear as a batch in the Tree View. All the validated students will be selected to upload (tick-box ticked) by default. De-select any students which you might not want to upload in this batch by clicking in the tick-box next to their name.

4 Click >Upload. The upload will begin, starting with a connectivity test. As the students are processed, progress will be displayed under the rolling progress bar.

5 A success or failure response will be returned by ENROL for each student.

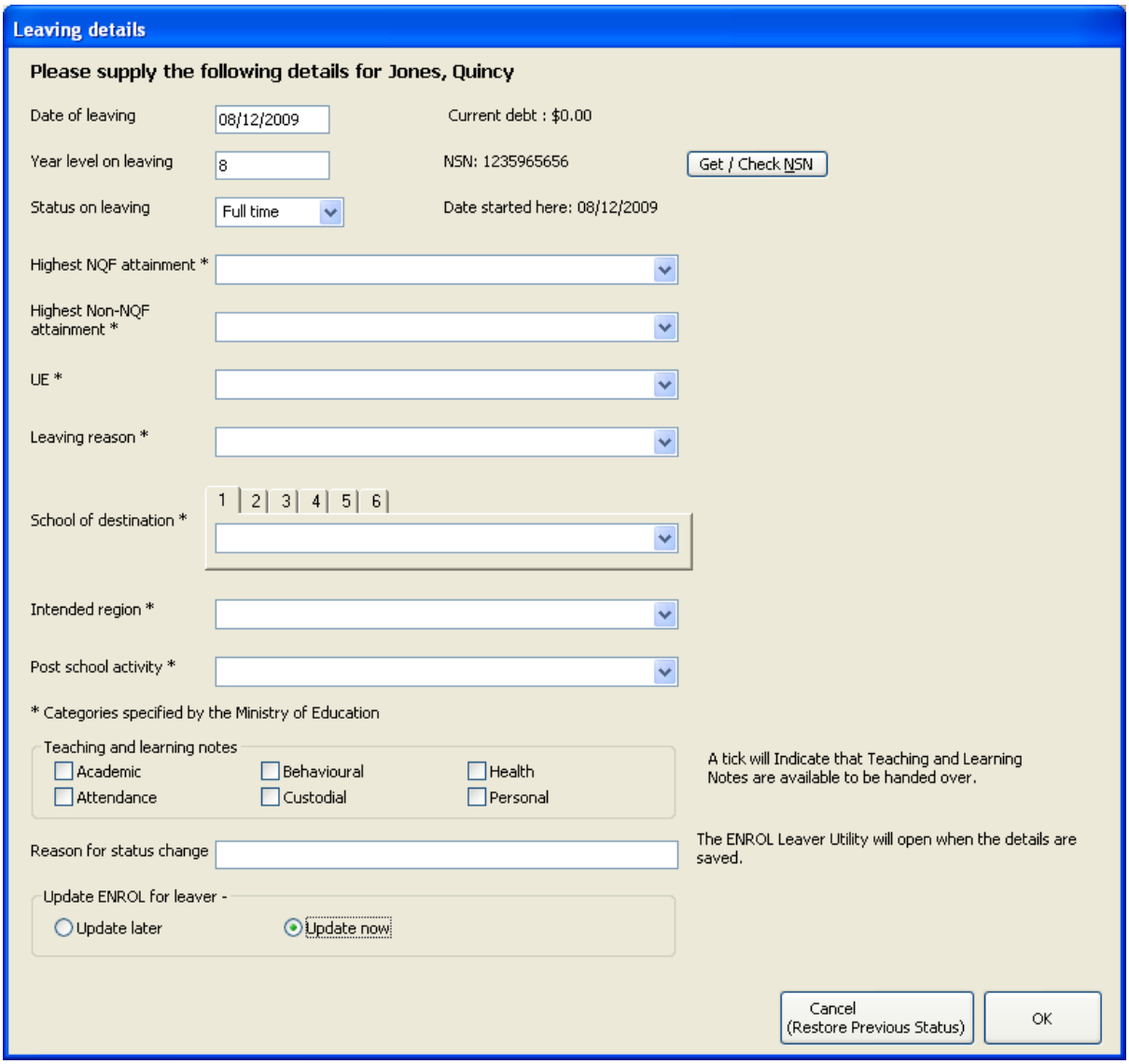
6 When the upload is complete, a summary of the upload will be displayed in the right-hand pane at the top, while a list of students, sorted by success or failure will be displayed below. Individual student drill-down results can be viewed by clicking on the relevant student in the list.

7 A report of the upload, showing all the details can be printed to a preview window by clicking the 'Latest Report' button. It can be sent to the printer if required.

8 Students uploaded successfully will no longer be visible in the Tree View in the left-hand pane and are no longer part of the next batch. Students not uploaded successfully will normally remain in the Tree View and will be in the next batch. However, if ENROL finds that a student is already registered as enrolled in your school, the student is removed from the Tree View and so will not be part of the next batch.

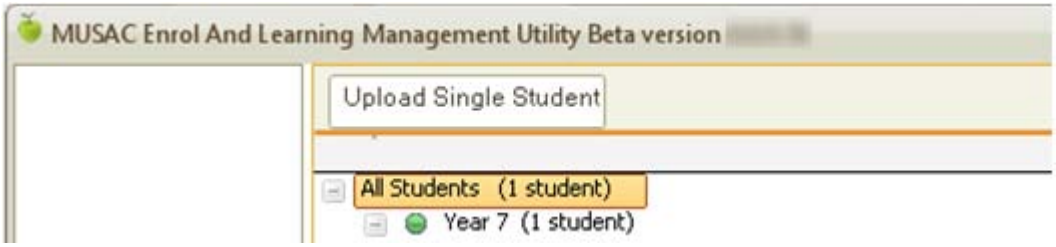
1.15 To perform an immediate Single Leaver Upload to ENROL

In Student Manager, when the Status of a student is changed to 'Leaver', the Leaver Details screen is displayed.



Once required details have been supplied, the user can select the 'Update now' option at the bottom of the screen. Click 'OK'. The ENROL Utility will load, displaying the 'Upload Single Student' tab and the upload will begin immediately.

The success or failure of the upload and any errors will be communicated back to the user in the same manner as is used for a batch upload.


MUSAC Enrol And Learning Management Utility Beta version
Upload Single Student
All Students (1 student)
Year 7 (1 student)

1.16 Responses and Errors returned from ENROL for Leavers

Errors could be either Data errors not trapped prior to attempting to upload a student's message to ENROL, or Transport errors which may occur because of hardware or connectivity issues. Transport/Connectivity Errors are detailed in 'Connection Test' in this document.

If the student's un-enrolment has been successful, ENROL will return a 'Success' response.

1.16.1 Data Errors

1 NSN Not Found – If a student with this NSN is not found in ENROL, the NSN will be removed from the student's record in Student Manager. The student will no-longer be ready for upload as their data no-longer validates. The Administrator should perform a 'Get/Check NSN' and correct the error.

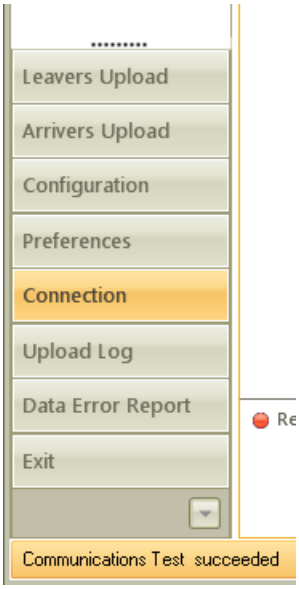
2 DOB/Gender Mismatch - ENROL matches student's on their NSN. If the Date of Birth or Gender of the student being uploaded does not match with the Date of Birth or Gender held by ENROL for a student with this NSN. This error could indicate that the Date of Birth or Gender is incorrect, but it could also indicate that the NSN is incorrect on this student and ENROL is attempting to match the student's data with another student entirely! Please check all three fields carefully.

3 Not enrolled at calling school – if the student's last or current enrolment recorded on ENROL is not at your school, then they cannot be un-enrolled from your school. Their enrolment must first be updated, before they can be un-enrolled. They will not appear in the batch again until their enrolment has been updated.

1.17 Connection Test

To test the connection with the ENROL server before an upload is attempted, click the 'Connection' button in the navigation pane.

Any changes to the connection settings must be made in Student Manager from the Main Menu screen > Configure Settings >Enrol Configuration. Once a change has been made in Student Manager, the ENROL Utility must be exited and re-started for the correct settings to be picked-up. The connection should then be re-tested.



1.17.1 Connectivity Errors

The status of the connection will be indicated in the status bar at the bottom on the left.

The following self-explanatory messages could be returned by the MoE Server:

- Invalid Message Type
- Invalid Message Version
- Invalid Message
- Missing SMS Name
- Missing SMS Version
- Invalid School - Please check the Enrol Service password is configured correctly
- Missing User ID
- Message Not Permitted For School
- Missing Data
- Duplicate Data
- Internal Server Error

The following messages could be returned by the MoE Wrapper:

WssWrapper_READ01 - **Error in reading or parsing the XML content of the submitted request message**

WssWrapper_REQ01 - **Error in the structure of the XML request message**

WssWrapper_REQ02 - **Error in the XML request message proxy configuration structure**

WssWrapper_WSDL01 - **Unable to retrieve the service WSDL from the supplied address - Please check the network connection is online**

WssWrapper_WSDL02 - **Error in processing the retrieved service WSDL**

WssWrapper_WSDL03 - **Connection or proxy error accessing service WSDL - Please check that the network connection is online and that the proxy settings are configured correctly**

WssWrapper_SECU03 - **Error accessing the keystore**

WssWrapper_SECU03 - **No certificate alias matching the service name was found in the keystore**

WssWrapper_SERV01 - **Error in making the request to the service (unable to access the server, etc.**

WssWrapper_UNKNOWN01 - **Internal WS-Security Wrapper program error**

WssWrapper_ MISC - "**Unknown WS-Security Wrapper error**

The following messages could be returned by WinHTTP -

Name Resolution Failure - **Failed to connect to the local WS-Security Wrapper service. The domain name of the Wrapper service URI could not be resolved by the DNS lookup. Suggestion: Please check that the Wrapper Server Address is configured correctly.**

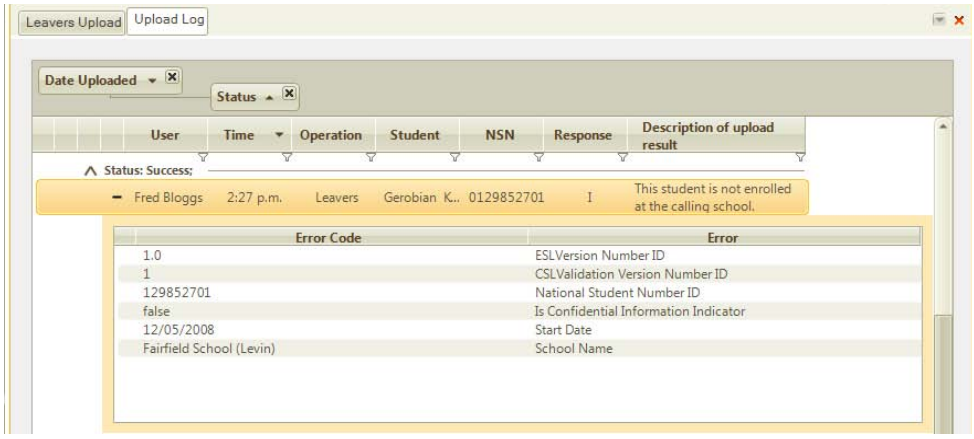
Timeout - **Failed to connect to the local WS-Security Wrapper service. Timed out while waiting for a response. Suggestion: Please check that the WS-Security Wrapper service is running and that the Wrapper Server Address is configured correctly.**

Connect Failure- **Failed to connect to the local WS-Security Wrapper service. Suggestion: Please check that the WS-Security Wrapper service is running and that the Wrapper Server Address is configured correctly.**

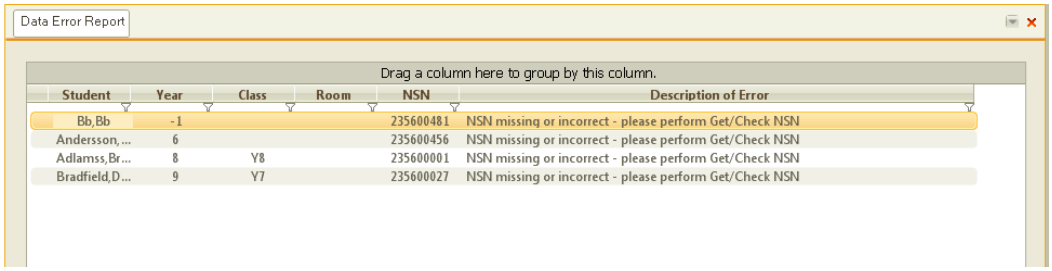
1.18 The ENROL Utility Log File and Data Error Report

All successful and failed upload attempts are logged. Date, Time, Username, Operation (with the name and ID of the student) and the results of the upload are logged.

Click > Upload Log on the left-hand navigation menu. The results can be sorted and grouped as required.



A data error report can also be view from the left-hand navigation menu. These results can also be sorted and grouped as required.



Click >Print to print the reports.

2 Part B: The MUSAC Learning Management Interoperability Utility

2.1 Copyright, License Agreement & Warranty

Copyright and agreement details precede the ENROL appendices in this document.

A Learning Management System "LMS" is a software application which delivers learning content, resources and other data of educational value to students and caregivers. There are a number of providers in New Zealand. An LMS will enable schools to inform caregivers and students of specific information so that learning dialogue and activities at home can reinforce learning and assist to move the learning forward.

MUSAC's Enrol and Learning Management Utility "ELMU" incorporates both the ENROL functionality and the Learning Management Integration functionality.

2.2 Overview of the MUSAC ELMU Utility

ENROL functionality will:

- Remind the Student Manager Administrator to upload all new enrolments to ENROL once the student has started attending the school.
- Remind the Administrator to upload the required leaver information to ENROL once the student has left the school.
- Facilitate the upload process, by creating the messages containing the student data that requires uploading to ENROL using the data already held in Student Manager, for the students selected from a list.
- Inform the Administrator of the success or failure of the upload and clearly indicate what should be done to fix any errors.

Learning Management functionality will:

- Provide the means for electronic exchange of student data between Student Manager and LMS applications, therefore providing the data required for an LMS to set up student accounts and other learning activities (eg. Class/group membership), and improve caregiver and student access to specific data in a timely way.
- Reduce the need to double-enter student and caregiver contact details.
- Enable the data transfer to be scheduled to automatically generate messages with overnight batch processing to the SMS upload folder. LMS validation and confirmation messages occur automatically.

The WebSYNC service is provided by your LMS Vendor. This is the transport Utility that polls the Upload folder and picks up any waiting messages. Your LMS Vendor will provide you with the WebSYNC Client program and installation instructions.

2.2.1 Testing WebSYNC

The processes are detailed below, and after you have attempted to upload messages to your LMS, you can check that WebSYNC is working.

- Message Creation

Check the Upload folder for a set of XML files. This confirms that ELMU has created the messages correctly. If no files appear, check the log within ELMU.

- Upload

If these files begin to disappear, then WebSYNC is uploading correctly. If nothing happens, try the Run Service button in the WebSYNC console. Finally, check

`C:\\Program Files\\WebSYNCClient\\log\\main.log` for any errors.

- Import

Thirdly, check to see if users are being created at KnowledgeNET / SmartASK. This confirms that the data is being imported correctly. If files are uploading but users are missing, contact Dataview.

Note the process can take a while in a large school, and it may be several hours before all the data is imported.

Note: The ELMU Utility is only available to those with Administrator access. The Microsoft.Net 3.5 SP1 Framework is required for this Utility. You can manually download .Net 3.5 SP1 from Download Microsoft .Net 3.5 SP1 Framework.

Update files of MUSAC software are available for downloading by registered users of the MUSAC website (www.musac.co.nz). Visit our MUSAC website to register via support for our quarterly downloads.

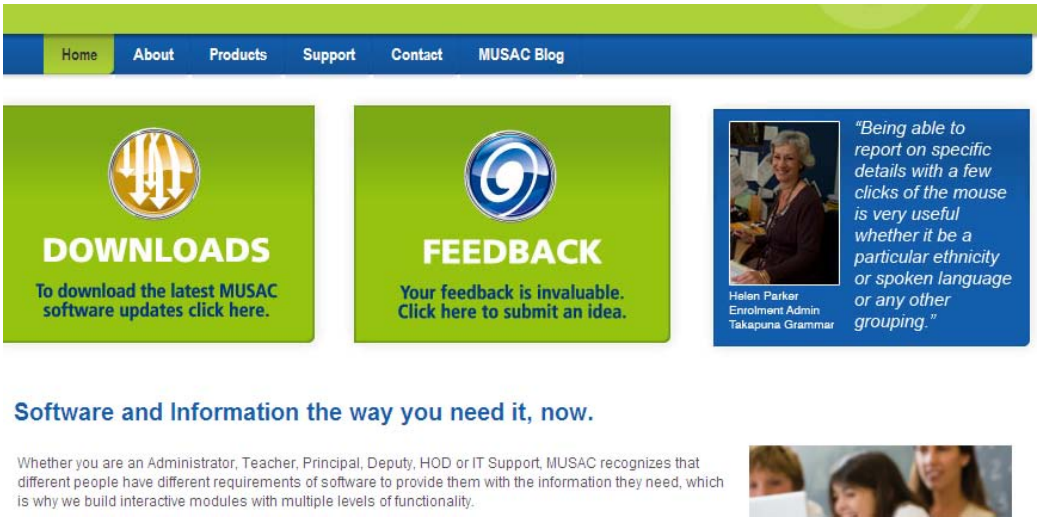

Home
About
Products
Support
Contact
MUSAC Blog
DOWNLOADS
To download the latest MUSAC software updates click here.
FEEDBACK
Your feedback is invaluable. Click here to submit an idea.
"Being able to report on specific details with a few clicks of the mouse is very useful whether it be a particular ethnicity or spoken language or any other grouping."
Helen Parker
Enrolment Admin
Takapuna Grammar
Software and Information the way you need it, now.
Whether you are an Administrator, Teacher, Principal, Deputy, HOD or IT Support, MUSAC recognizes that different people have different requirements of software to provide them with the information they need, which is why we build interactive modules with multiple levels of functionality.

Figure 2: The MUSAC website

The student data contained in this document has been supplied by the Ministry of Education.

2.3 Installation

The MUSAC ELMU Utility will be installed automatically as part of Student Manager via the mega installer used to update or install MUSAC Classic. The files will be placed in the CM directory and an *ELMU* folder will be created to store additional support files.

2.4 Starting the ELMU Utility

To start the ELMU Utility click the >ENROL button, which is available to Administrators on the Student Manager Main Menu in the 'ENROL Reminders' box if students are waiting to be updated in ENROL.

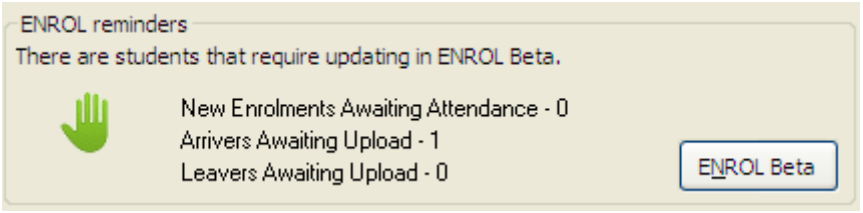
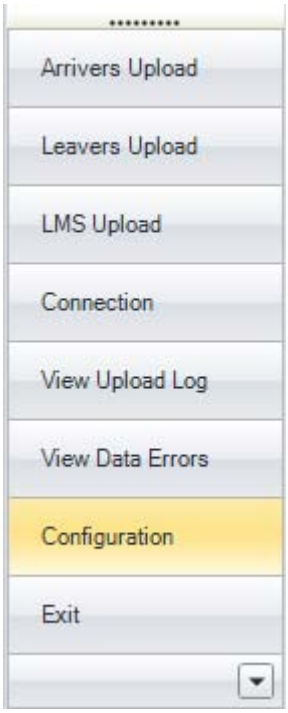

ENROL reminders
There are students that require updating in ENROL Beta.
New Enrolments Awaiting Attendance - 0
Arrivers Awaiting Upload - 1
Leavers Awaiting Upload - 0
ENROL Beta

Figure 3: The MUSAC website

2.5 MUSAC ELMU Utility Navigation

The Utility is navigated using the buttons on the side-bar on the left of the screen. The selected button will then open the relevant tab to the right.



Arrivers Upload and Leavers Upload apply to ENROL functionality only.

Figure 4: The MUSAC website

2.6 The Configuration Tab

2.6.1 General Settings

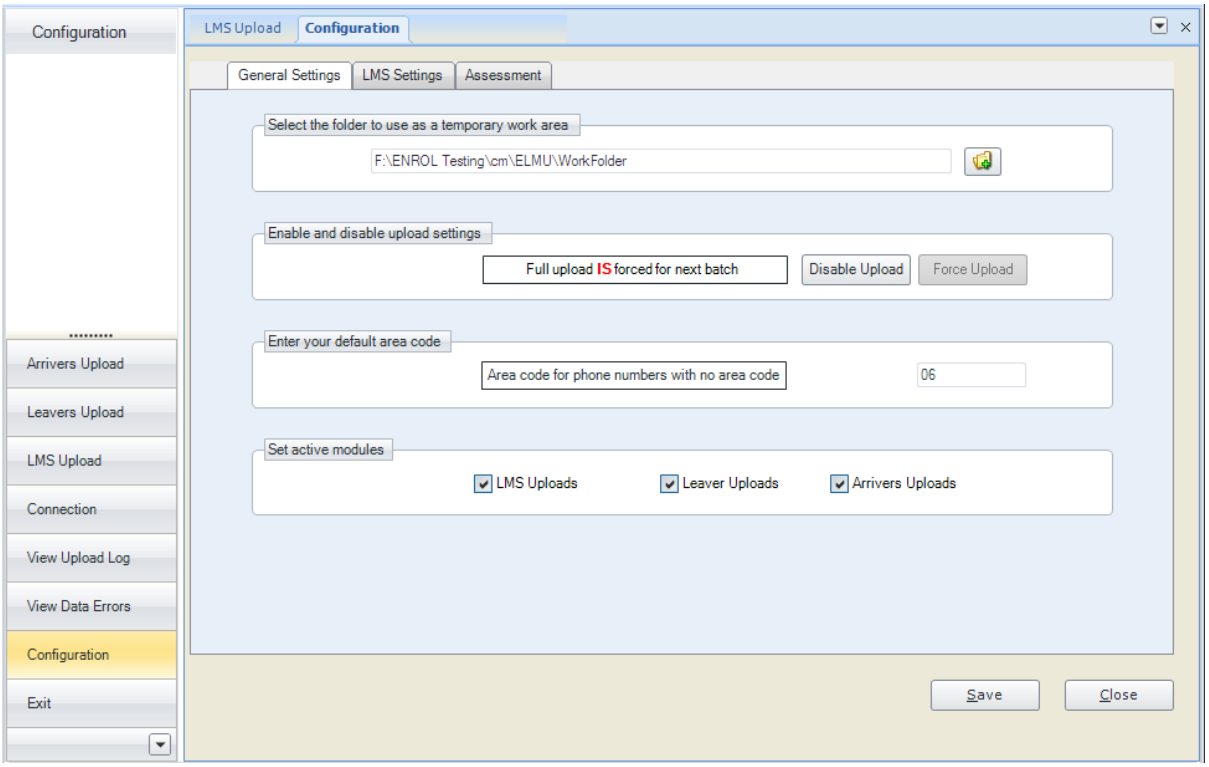
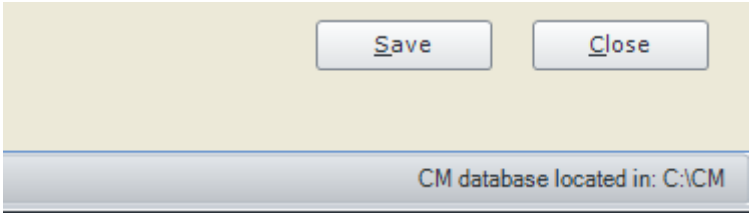


Figure 5: The Configuration Tab

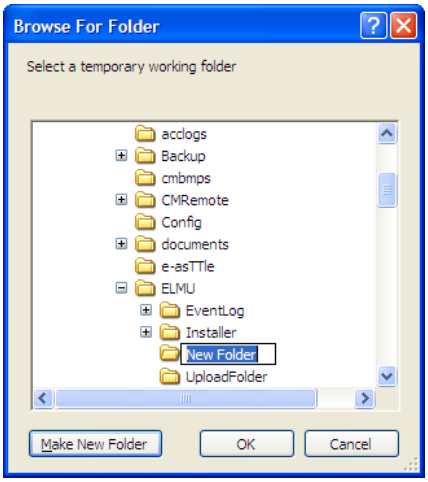


- The location of the CM database

The location of the ClassRoom Manager database shows at the foot of the screen. This folder contains the MUSAC databases (CM.mdb, SM.mdb etc.). Default values are set for a 'Work Folder' and an 'Upload Folder', based on the path to the CM folder, but these values can be changed as required.

- The Work Folder

This folder is a temporary work area holding files and output before it is copied to the uploadfolder from where it is uploaded by the LMS (see LMS Settings). To change the folder, click e folder icon to the right to browse for an alternative folder location, or 'Make New Folder'.



- Enable and disable upload settings

This section allows the user to disable the transport of messages to the LMS completely if required. When this setting is disabled, the user will still be able to generate message files into the test folder found in the work folder for diagnostic purposes. Refer 'Disabling the Upload of Data to the LMS' below.

- The 'Force upload' button

This button will force the selected students in the tree view or batch, who do not have data errors, to be uploaded. This is provided as an emergency 're-set' action.

- Enter your default area code

The user must set up a default phone area code to assist in validating phone numbers.

- Set active modules

As this Utility is used for both ENROL and Learning Management Interoperability, this section allows the user to select which messages are to be created and sent. Click in the 'LMS Uploads', 'Arrivers Uploads', 'Leaver Uploads' tick boxes.

Click 'Save' to save the Configuration Settings.

2.6.2 Disabling the Upload of Data to the LMS

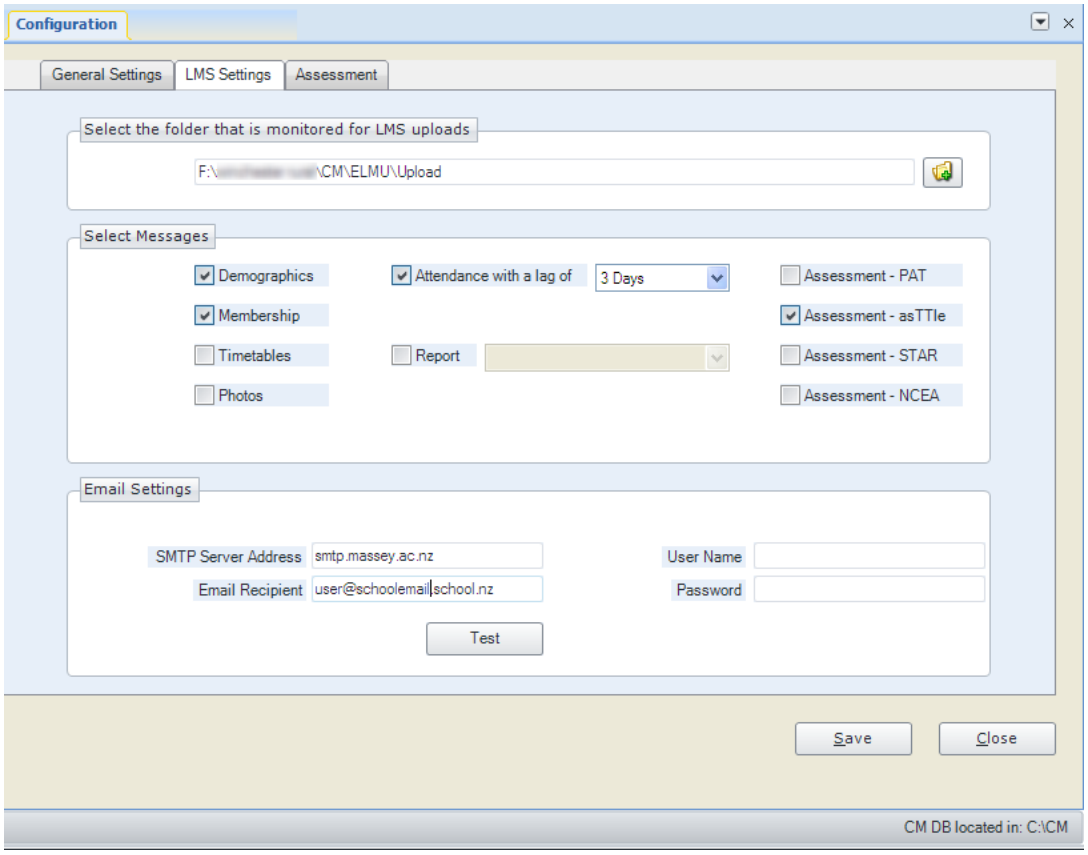
1 To disable the WebSYNC service (the LMS Transport Utility), > start > Programs > WebSYNC > stop. When WebSYNC is re-started (start > Programs > WebSYNC >start WebSYNC). The Upload folder will be polled for any waiting messages.

Alternatively:

2 To disable the upload of messages from ELMU, > Configuration > General Settings. Click 'Disable Upload' in the 'Enable and Disable Upload Settings' section. Messages can still be created (you will be asked if you wish to generate the messages for test purposes), but they will not be transferred to the Upload folder where the WebSYNC service would normally pick them up. They

can be viewed in the Upload folder. When 'Upload' is re-enabled from within ELMU configuration the messages should be re-created by clicking > Upload on the LMS Upload tab.

2.6.3 LMS Settings

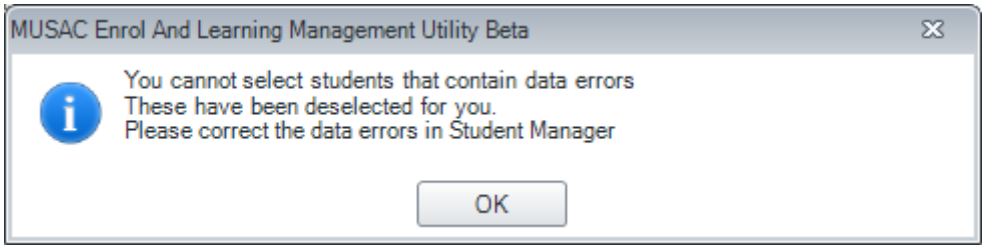


- The LMS Upload Folder

This folder holds the files (or batch of messages) to be transported to the LMS. To change the folder, click the folder icon to the right to browse for an alternative folder location, or 'Make New Folder'. It will normally be C:\CM\ELMU\Upload depending on where your MUSAC software is installed to.

- Select Messages for upload

Select which data messages are to be created and sent when there has been a change in the data. This will generally be a one-off setting for specifying which messages are to be included in each upload. Tick to indicate selection. Select from choices given in the drop-down list for Attendance and Reports. To select a particular Assessment Test, move to the Assessment Tab and make your selection from the list (see below). Only reports that have printed to .pdf in ClassRoom Manager will be available for selection.


MUSAC Enrol And Learning Management Utility Beta
You cannot select students that contain data errors
These have been deselected for you.
Please correct the data errors in Student Manager
OK

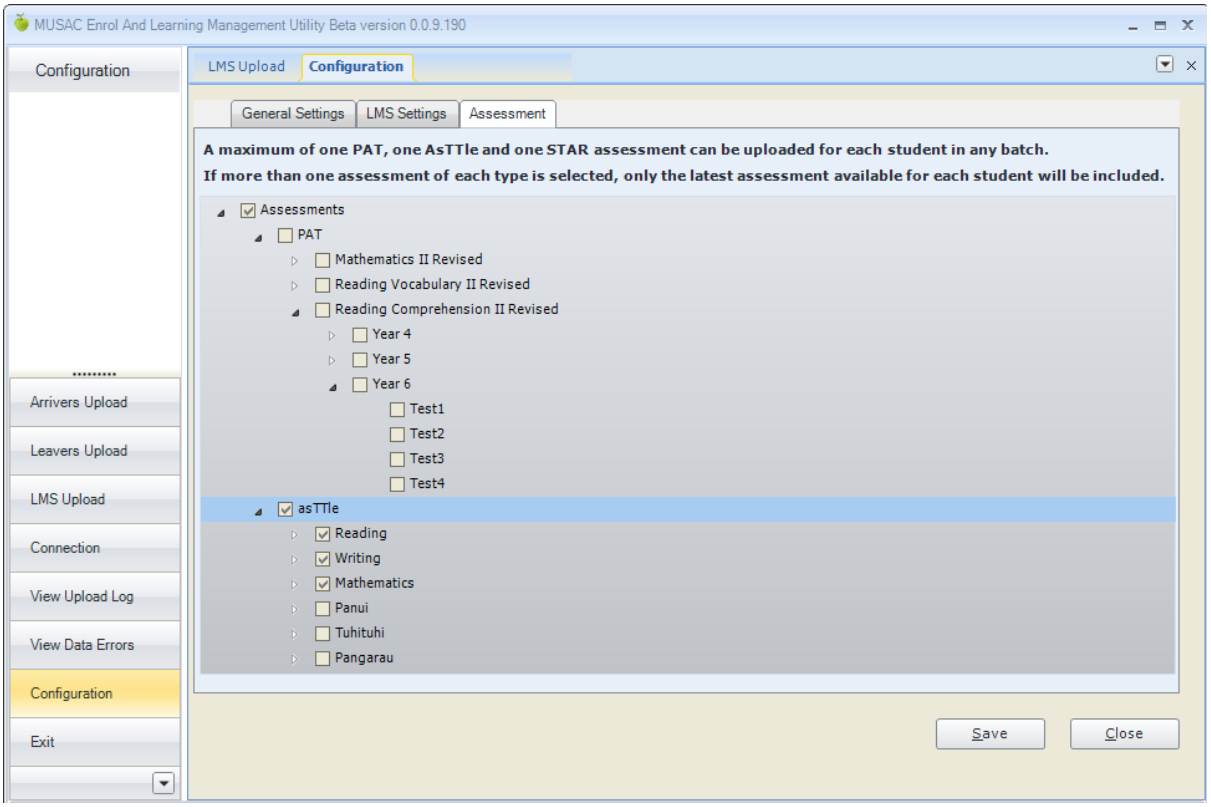
- Email Settings

Settings for SMTP Server Address in Student Manager (see Configuration Settings > School Details > School Address Details) will be reflected here. Changes made in Student Manager will follow through to this field. The Email Recipient is the email address of the person who will receive the confirmation when a batch is uploaded and/or notice of message status where there are validation issues.

The SMTP Server User Name and Password only need to be completed where these are normally required at your school.

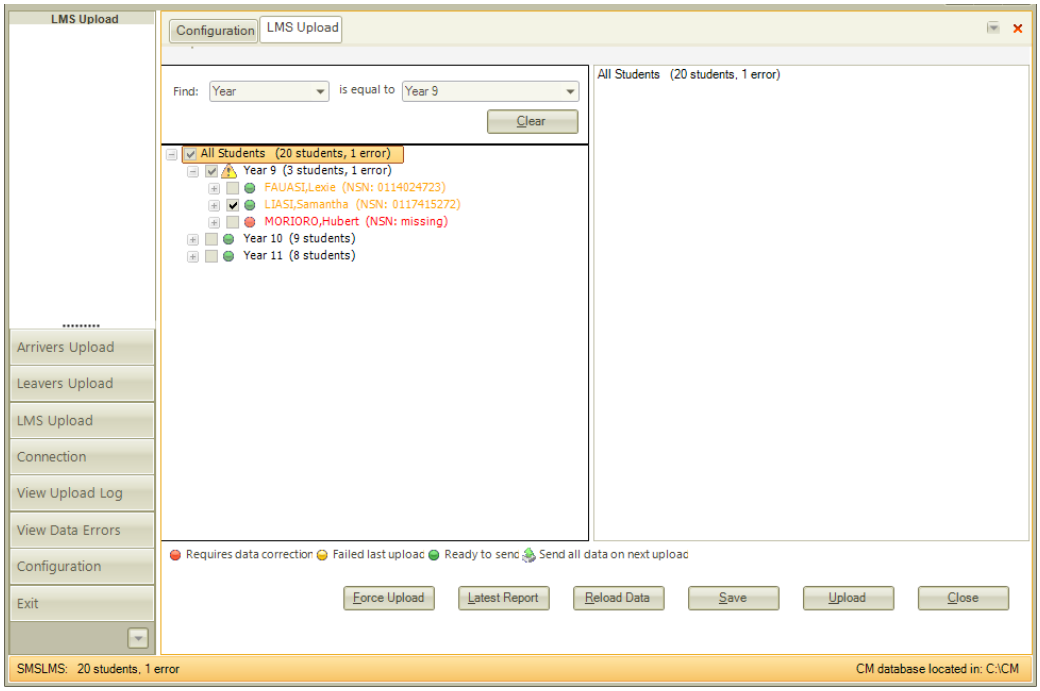
Click 'Test' for a test email to be sent confirming setup of email for confirmation reports.

2.6.4 Assessment tab

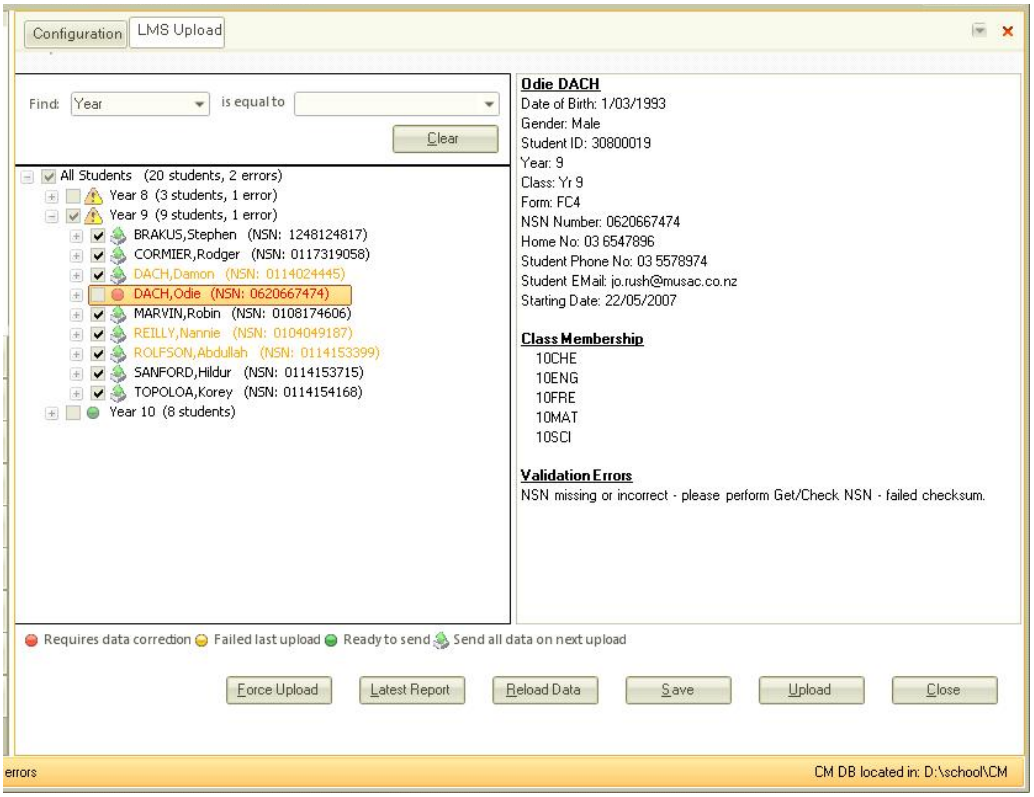


2.7 The Student Tree View (or Batch)

Note: The Student Tree View contains the list of students whose data may be uploaded to the LMS. 'Ticked' students are selected for inclusion in the message batch, and make up the 'Sync List'.



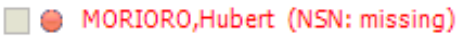
2.8 LMS Upload Tab



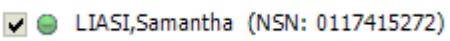
On this tab, the user can select a group of students and then upload their data to the LMS. The LMS Upload Tab consists of two main areas. The left-hand side shows the Tree View ie. the students who can be selected for upload. The right-hand side displays details about the currently selected student or information about the results of uploads that have been performed. The students in the Tree View can be grouped by year, class, room, etc.

A search facility is available above the Tree View. This feature is designed to assist the user in locating a particular student, class or form. The left hand combo selects the display mode and the combo on the right has an incremental search facility to locate the required student. A 'Clear' button is provided to reset the tree view to show all students.

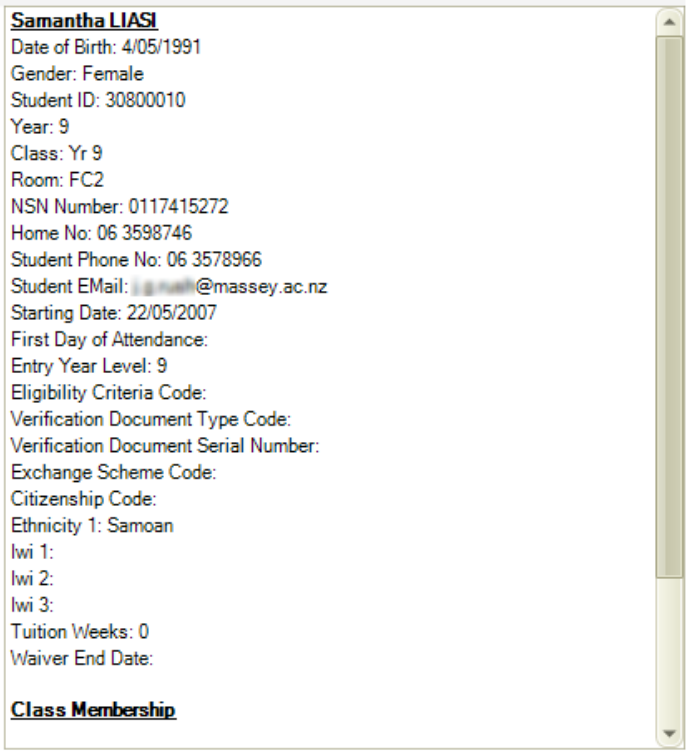
In the Tree View, students highlighted in red (with a red dot) have data requiring attention as there are errors which will prevent the student's data being uploaded to the LMS. Students which are not ready to send (indicated by a red dot) cannot be selected by ticking in the tick-box.



Where a student's details have been found to be without error, a green dot indicates that they are error-free, and by ticking the box the student is ready for upload.



To display a student's details in the right-hand pane, click on the student in the Tree View.



The buttons at the bottom of the tab perform the following functions:

- 'Force Upload' –Students who have no data errors can be multi-selected by right-mouse clicking (or hold the Shift key) to highlight several students at one time from the Tree

View. Once the student/s are selected, click 'Force Upload'. Note the icon against the student/s change from a green circle to that shown below.

- When an upload is forced for a student, all the selected messages will be created for upload, regardless of whether the data has changed or not.

- 'Latest Report' - will print a preview of the report of the last LMS Upload performed.

- 'Reload Data' - will reload the Tree View with the list of all students with their current refreshed details. Data should be reloaded so that changes made in Student Manager to correct any errors identified, can be viewed. A reload will be performed automatically if the 'Upload' button is clicked.

- 'Save' - will save the student selection made in the Tree View.

- 'Upload' - will create the data messages required for the selected students to upload their data to the LMS. Messages are only created where their data has changed since their last upload occurred. The LMS will pick them up from the Upload folder. When the process completes, a summary report will be displayed in the right-hand pane.

- 'Close' - closes the LMS Tab. Use the 'Exit' button at the bottom of the navigation pane to close the Utility.

2.9 Data Validation

All data to be sent via a message to the LMS, is validated in ELMU prior to sending. This data was entered against the student in Student Manager and so should be corrected there.

Validation errors and warnings are displayed below the student's detail in the right-hand pane.

- NSN Not Found – If a student has no NSN in Student Manager, s/he will no-longer be ready for upload as their data no-longer validates. The Administrator should perform a 'Get/Check NSN' and correct the error.

- Start and Leaving Dates – The leaving date must be after the start date, and must be in the future, or the student will not appear in the Tree View.

- Phone Numbers – Phone number codes such as 0800, 0508, 022 (even though correct) will not pass validation so will not be uploaded.

2.10 LMS Messages

All batches contain at least two messages (School Configuration and SyncList) as well as the messages selected in the LMS Settings on the Configuration tab.

2.10.1 School Configuration Validation Messages

- School Configuration message - covers data about Classes, Class-Groups and Teachers. Here a class is defined as an organisational aggregation of students (eg. an English ie. Curriculum) class, a room class in a primary school, etc.

  These are details that relate to the School Configuration message:

  - Classes – each time a class is created a message will notify the LMS. A class type is allocated from a code value list.
  -
  - Class-Groups – a Class-Group never has students assigned to it, and is a group of like classes which in turn have students assigned to them – including extracurricular. The LMS will be notified of new or changed class-groups.
  -
  - Teachers – the LMS is notified of changes to teachers and their class associations.
  -
  - SyncList Message – contains the list of the students selected for Upload in the Tree View.
  -
  - Class membership details – the LMS will be notified of changes in class memberships.

- SyncList message – contains the list of students selected from the Tree View.

- Student Demographics message – contains the changes to the current year's personal student data ie. new students, and changes in the following personal details:
  - Complete Address
  - Phones
  - Ethnicity (students may have up to three groups, each code to be used once only)
  - Gender
  - Year Level
  - Caregiver access

- Student Assessment message – contains current year assessment data for PAT, STAR and asTTle, and NQF Credits for all previous school years. NOTE: for PAT we only support Revision II columns.

- Student Attendance message – contains the student's attendance data, one code per period, for all attendance periods with data for the preceding 10 days.

  - A lag period specified in school days may be configured. The lag period allows the data to settle and improve in accuracy, as attendance records often change within the first few days after being captured. For example if a two day lag is defined, 8

consecutive days of attendance data, starting 10 school days back, is included in the message.

- The School Attendance Code is converted to 'Attendance for Home Use Code', and invalid school codes are translated to a '?'. See Appendix A.

- Student Photo message –contains photos for new students, or changed photos in .png, .pdf and .jpg format. Recommended size for photos is 50kb per photo. Where a school does not hold photos the 'Photos' box should not be ticked. Empty photo messages indicates the removal of a photo.

- Student Enrolment Period Timetable Message – a timetable message will be uploaded for a selected student when a change has been made to the timetable number in the calendar, the option set, or the student's selected options. The timetable is uploaded in .pdf format.

- Student Reports message – if a student's report has been printed to .pdf, it can be uploaded to the LMS. Select the required report by name on the Configuration screen. If a report has been removed, an empty message will signal removal from the LMS.

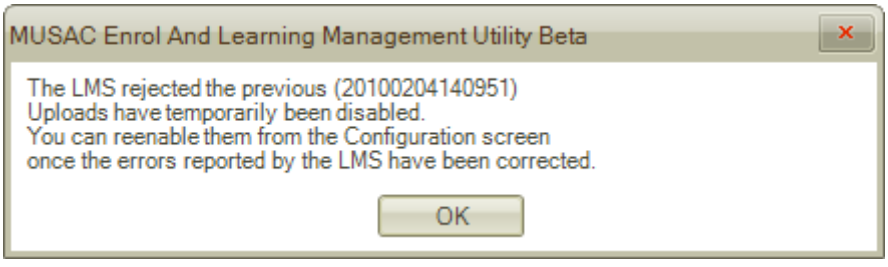
No modifications or deletion to the contents of the upload folder which resides locally within the school's environment is permitted.

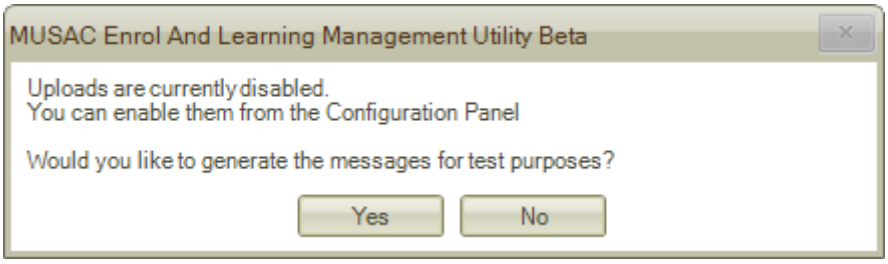
2.11 Responses

After a 'Success' response has been returned from the LMS to the transport utility, a 'SUCCESS' status message will appear in the upload folder, named `YYMMDDhhmmss-SUCCESS.TXT`.

After a 'Reject' response has been returned from the LMS to the transport utility, a 'REJECT' status message will appear in the upload folder, named `YYMMDDhhmmss-REJECT.TXT`. Where a batch has been rejected, it should be resent, however the errors reported by the LMS need to be correct first.

Errors could be either Data errors not trapped prior to attempting to upload a student's message to the LMS, or Transport errors which may occur because of hardware or connectivity issues. Responsibility for the transport utility to move messages/batches to the LMS (whether both are in the same environment or different ones) belongs to the LMS.


MUSAC Enrol And Learning Management Utility Beta
The LMS rejected the previous (20100204140951)
Uploads have temporarily been disabled.
You can reenable them from the Configuration screen
once the errors reported by the LMS have been corrected.
OK


MUSAC Enrol And Learning Management Utility Beta
Uploads are currently disabled.
You can enable them from the Configuration Panel
Would you like to generate the messages for test purposes?
Yes
No

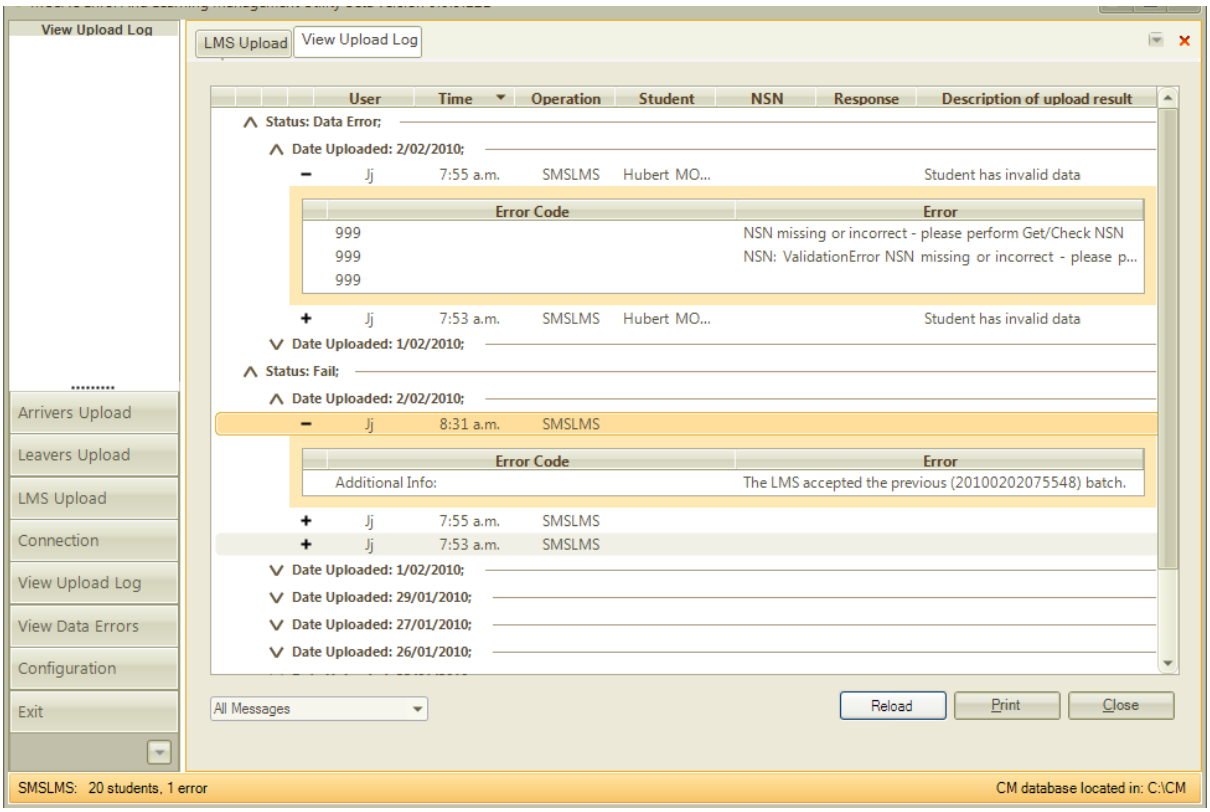
2.12 Connection Test

To test the connection with the LMS server before an upload is attempted, click the 'Connection' button in the navigation pane. Any changes required to the connection settings need to be made in Student Manager from the Main Menu screen > Configure Settings. Once a change has been made in Student Manager, the ELMU Utility must be exited and re-started for the correct settings to be picked-up. The connection should then be re-tested, a message appears at the bottom with a communications test result.

2.13 The ELMU Utility Log File Report

All successful and failed upload attempts are logged. Date, Time, Username, Operation (with the name and ID of the student) and the results of the upload are logged.

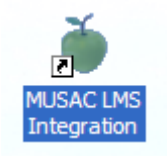
Click 'View Upload Log' on the left-hand navigation menu. The results can be sorted and grouped as required.



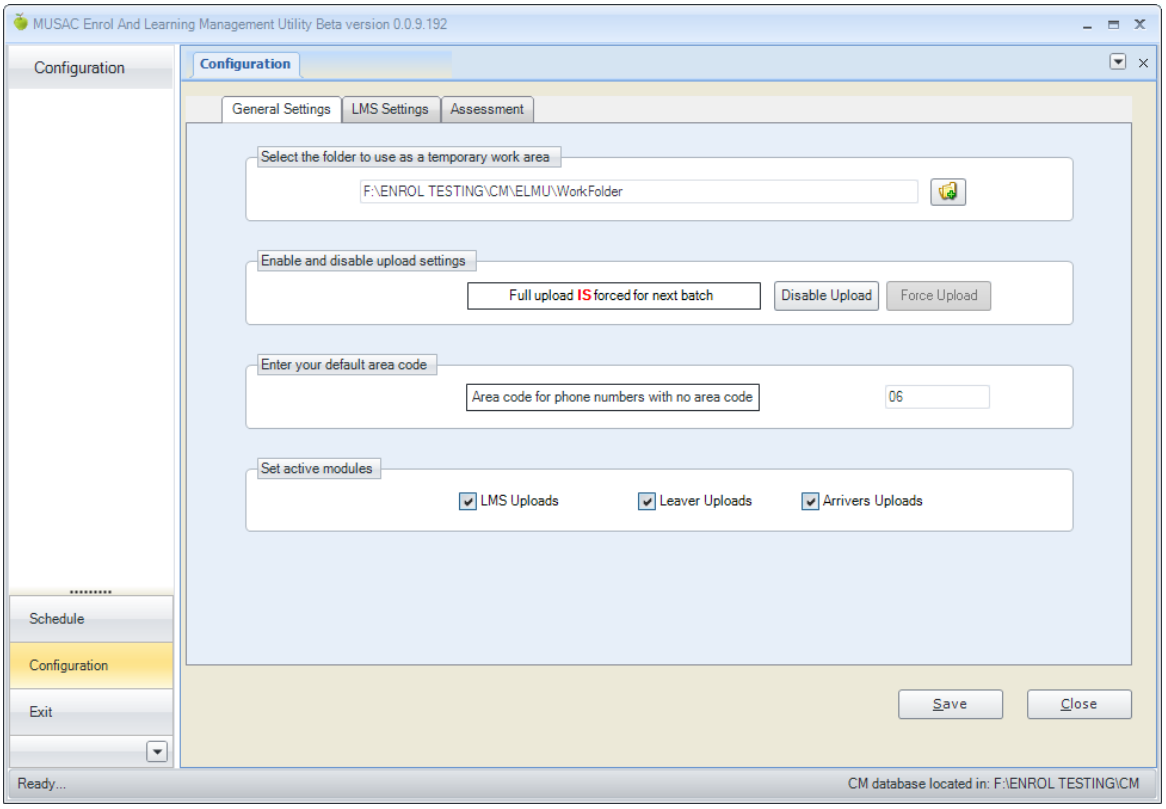
Expanding the dates will provide more information as shown. Click ‘Print’ to print the reports.

3 Server settings: MUSAC Learning Management Interoperability Utility

3.1 MUSAC Learning Management Interoperability Utility Configuration



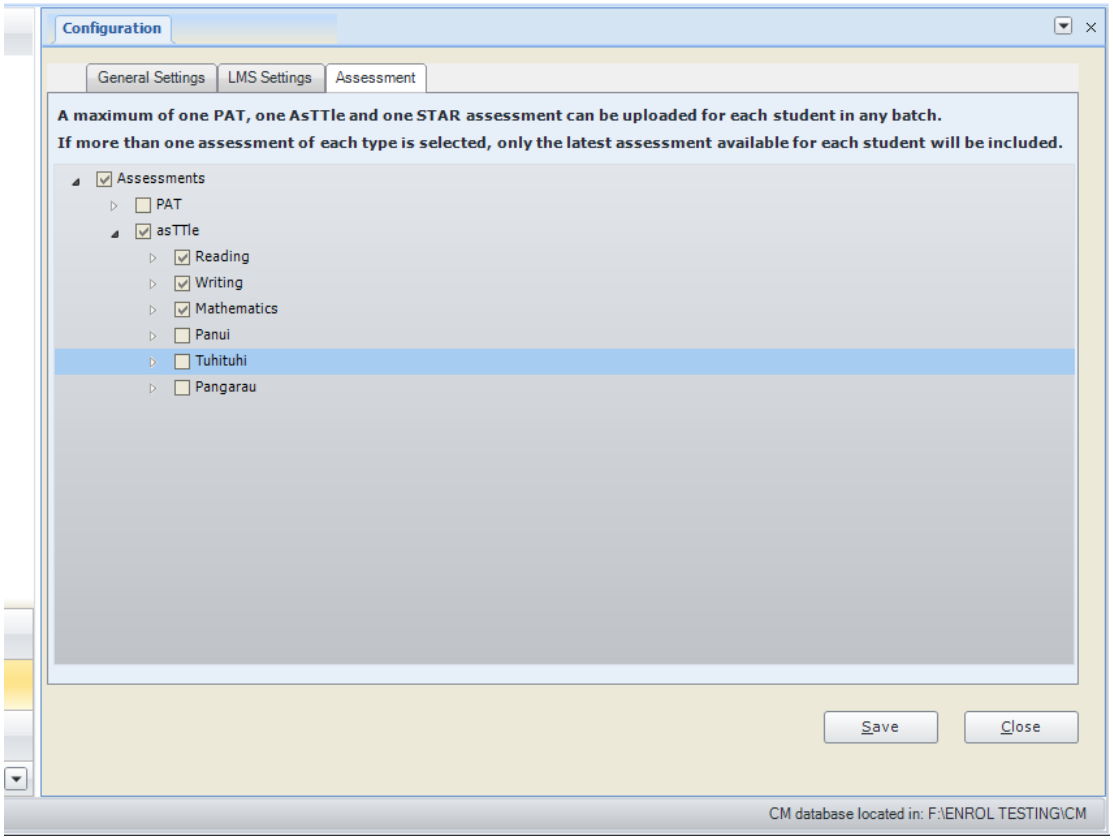
From the above icon installed on your **server**, open the MUSAC LMS Integration tool. Click the 'Configuration' tab to check the pathing of your /cm folder for the work area and upload folders stored on the server.



Ensure the 'LMS Uploads' box at the bottom is ticked.

Click 'Save' if changes made.

Note: Pathing for General and LMS settings must be the same within ELMU, but the settings made here can differ from the ENROL settings configured in Student Manager.



On the Assessment tab, to enable selection of NCEA, PAT, asTTle or STAR assessments the Assessments box must be ticked for Assessments messages to be uploaded. The assessments displayed for selecting via tickboxes are derived from the assessment column headings your school has installed.

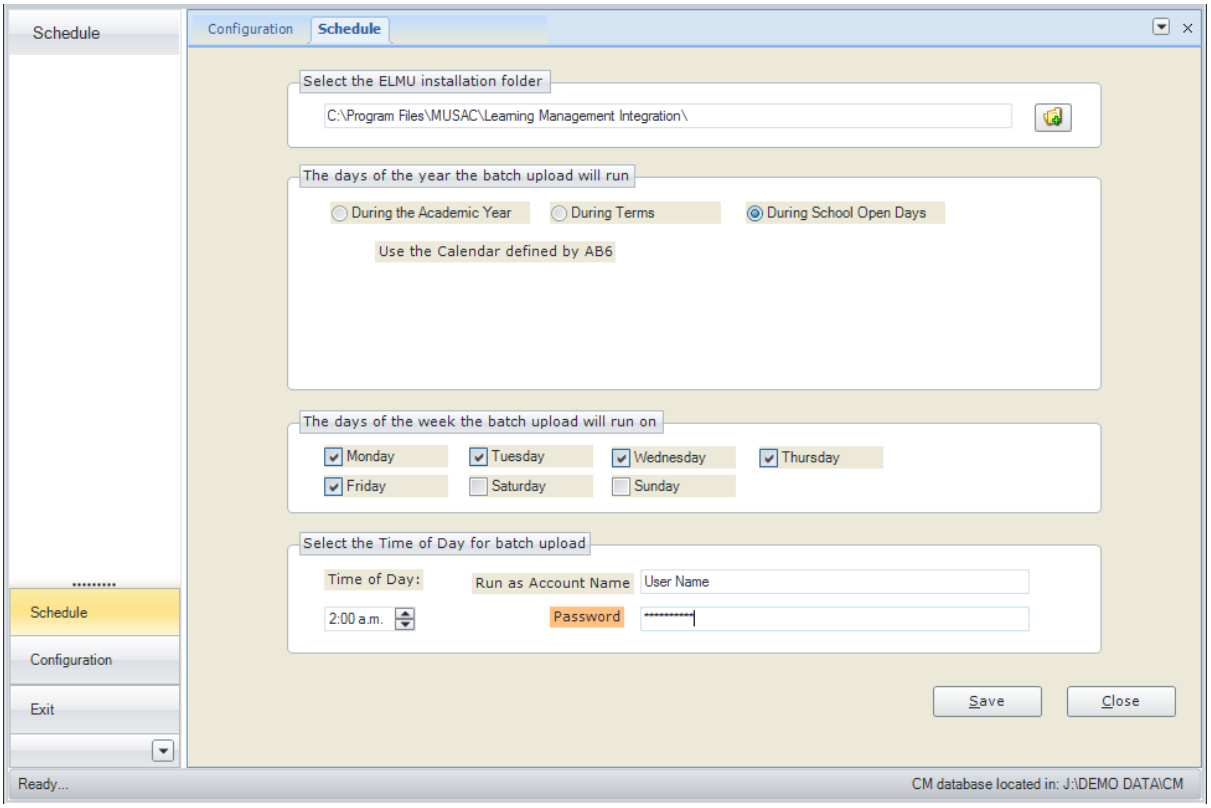
Click ‘Close’.

Selection of Installation Folder

It is important that the location of the folder is correctly pathed here. This is where the LMS Transport Utility checks for messages. If you need to change the path, browse to the folder and click ‘Save’.

3.2 MUSAC ELMU Utility Scheduling of Task

To set the uploads to occur automatically click the 'Schedule' tab in the left pane. The following screen shows settings which you will see have been changed, if desired.



- The ELMU installation folder path will be displayed

Browse to change the location if required.

- Days of the year the batch upload will run

Term dates shown may be altered using the arrow to the right of dates, which drops down a calendar for selecting the required date. Batch uploads are scheduled to run during term time by default. 'During School Open Days' is useful where school might be open during (part of) a weekend.

- Days of the week

Other settings can be made eg. for a particular day of the week if desired. Checking for uploads daily will decrease the size of batches. Also updates can be excluded from weekends and holidays.

- Select the Time of Day

In the bottom box you can 'Select the Time of Day for batch upload', defaults to 2.00 am. This can be changed in considering other data-intensive settings, eg. creation of rolls in Attendance software. It is essential for a user password to be put in here.

Click 'Save' and 'Close'.

Click Exit.

Return to Student Manager's main screen beside the ENROL reminders to open the ELMU Utility.

4 MUSAC Support and Agent Contact Details

MUSAC — Nationwide

Telephone: (06) 350 9254 Email: support@musac.co.nz
Fax: 0800 500 159 Web: musac.co.nz

Software Support (software errors) **Tel: 0800 600 159**

Postal: MUSAC PN912, Private Bag 11 222, Manawatu Mail Centre, Palmerston North 4442
Delivery: Room A212, Awanui Building, Centennial Drive, Palmerston North 4410

Edtech Ltd — Sales and Training, Financial Manager Support — North Island

Telephone: (09) 913 9393 Email: musac@edtech.co.nz
Fax: (09) 013 9394 Web: edtech.co.nz

Financial and Asset Manager Support

f.s.helpdesk@edtech.co.nz Tel: (09) 913 9396

Postal: PO Box 12746, Auckland 1642
Delivery: 570 Mt Wellington Highway, Mt Wellington, Auckland 1060

New Era IT — Sales and Training — North Island

Telephone: 0800 438 428 Email: musacservices@newerait.co.nz
Fax: (09) 523 0580 Web: newerait.co.nz

Postal/Delivery: Suite 2/Level 4, 27 Gillies Avenue, Auckland 1023

Solutions & Services — Sales and Training, Financial Manager Support — South Island

Telephone: (03) 331 6210 Email:admin@solutionsandservices.co.nz
Fax: (03) 331 6217 Web: solutionsandservices.co.nz

Financial and Asset Manager Support

accountshelpdesk@solutionsandservices.co.nz

Tel: (03) 331 6213 Fax: (03) 331 6217

Postal: PO Box 33357, Barrington Mall, Christchurch 8244
Delivery: 99 Rose Street, Somerfield, Christchurch

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5 ENROL Appendices

5.1 Appendix A – Valid Citizenships

Code	Country of Citizenship
AFG	Afghanistan
ALB	Albania
DZA	Algeria
AND	Andorra
AGO	Angola
ATG	Antigua and Barbuda
ARG	Argentina
ARM	Armenia
AUS	Australia
AUT	Austria
AZE	Azerbaijan
BHS	Bahamas
BHR	Bahrain
BGD	Bangladesh
BRB	Barbados
BLR	Belarus
BEL	Belgium
BLZ	Belize
BEN	Benin
BTN	Bhutan
BOL	Bolivia, Plurinational State of
BIH	Bosnia and Herzegovina
BWA	Botswana
BRA	Brazil
BRN	Brunei Darussalam
BGR	Bulgaria

Code	Country of Citizenship
BFA	Burkina Faso
BDI	Burundi
KHM	Cambodia
CMR	Cameroon
CAN	Canada
CPV	Cape Verde
CAF	Central African Republic
TCD	Chad
CHL	Chile
CHN	China
COL	Colombia
COM	Comoros
COG	Congo
COD	Congo, the Democratic Republic of the
CRI	Costa Rica
CIV	Côte d'Ivoire
HRV	Croatia
CUB	Cuba
CYP	Cyprus
CZE	Czech Republic
DNK	Denmark
DJI	Djibouti
DMA	Dominica
DOM	Dominican Republic
ECU	Ecuador
EGY	Egypt

Code	Country of Citizenship
SLV	El Salvador
GNQ	Equatorial Guinea
ERI	Eritrea
EST	Estonia
ETH	Ethiopia
FJI	Fiji
FIN	Finland
FRA	France
GAB	Gabon
GMB	Gambia
GEO	Georgia
DEU	Germany
GHA	Ghana
GRC	Greece
GRD	Grenada
GTM	Guatemala
GIN	Guinea
GNB	Guinea-Bissau
GUY	Guyana
HTI	Haiti
VAT	Holy See (Vatican City State)
HND	Honduras
HUN	Hungary
ISL	Iceland
IND	India
IDN	Indonesia
IRN	Iran, Islamic Republic of
IRQ	Iraq
IRL	Ireland
ISR	Israel

Code	Country of Citizenship
ITA	Italy
JAM	Jamaica
JPN	Japan
JOR	Jordan
KAZ	Kazakhstan
KEN	Kenya
KIR	Kiribati
KOR	Korea, Republic of
KWT	Kuwait
KGZ	Kyrgyzstan
LAO	Lao People's Democratic Republic
LVA	Latvia
LBN	Lebanon
LSO	Lesotho
LBR	Liberia
LBY	Libyan Arab Jamahiriya
LIE	Liechtenstein
LTU	Lithuania
LUX	Luxembourg
MKD	Macedonia, The Former Yugoslav Republic of
MDG	Madagascar
MWI	Malawi
MYS	Malaysia
MDV	Maldives
MLI	Mali
MLT	Malta
MHL	Marshall Islands
MRT	Mauritania
MUS	Mauritius

Code	Country of Citizenship
MEX	Mexico
FSM	Micronesia, Federated States of
MDA	Moldova
MCO	Monaco
MNG	Mongolia
MNE	Montenegro
MAR	Morocco
MOZ	Mozambique
MMR	Myanmar
NAM	Namibia
NRU	Nauru
NPL	Nepal
NLD	Netherlands
NZL	New Zealand
NIC	Nicaragua
NER	Niger
NGA	Nigeria
NOR	Norway
OMN	Oman
PAK	Pakistan
PLW	Palau
PAN	Panama
PNG	Papua New Guinea
PRY	Paraguay
PER	Peru
PHL	Philippines
POL	Poland
PRT	Portugal
QAT	Qatar
ROU	Romania

Code	Country of Citizenship
RUS	Russian Federation
RWA	Rwanda
KNA	Saint Kitts and Nevis
LCA	Saint Lucia
VCT	Saint Vincent and the Grenadines
WSM	Samoa
SMR	San Marino
STP	Sao Tome and Principe
SAU	Saudi Arabia
SEN	Senegal
SRB	Serbia
SYC	Seychelles
SLE	Sierra Leone
SGP	Singapore
SVK	Slovakia
SVN	Slovenia
SLB	Solomon Islands
SOM	Somalia
ZAF	South Africa
ESP	Spain
LKA	Sri Lanka
SDN	Sudan
SUR	Suriname
SWZ	Swaziland
SWE	Sweden
CHE	Switzerland
SYR	Syrian Arab Republic
TWN	Taiwan, Province of China
TJK	Tajikistan
TZA	Tanzania, United Republic of

Code	Country of Citizenship
THA	Thailand
TLS	Timor-Leste
TGO	Togo
TON	Tonga
TTO	Trinidad and Tobago
TUN	Tunisia
TUR	Turkey
TKM	Turkmenistan
TUV	Tuvalu
UGA	Uganda
UKR	Ukraine
ARE	United Arab Emirates
GBR	United Kingdom

Code	Country of Citizenship
USA	United States
URY	Uruguay
UZB	Uzbekistan
VUT	Vanuatu
VEN	Venezuela, Bolivarian Republic of
VNM	Viet Nam
ESH	Western Sahara
YEM	Yemen
ZMB	Zambia
ZWE	Zimbabwe

5.2 Arrivers: Appendix B – Valid Ethnicities

Code	Text
531	African
128	Australian
121	British and Irish
412	Cambodian
421	Chinese
321	Cook Islands Maori
122	Dutch
361	Fijian
411	Filipino
127	German
123	Greek
431	Indian
126	Italian
442	Japanese
443	Korean
521	Latin American
211	Mäori

Code	Text
511	Middle Eastern
111	New Zealand European
341	Niuean
999	Not Stated
444	Other Asian
611	Other Ethnicity
129	Other European
371	Other Pacific Peoples
414	Other Southeast Asian
124	Polish
311	Samoan
125	South Slav
441	Sri Lankan
351	Tokelauan
331	Tongan
413	Vietnamese

5.3 Arrivers: Appendix C – Valid Iwi

Code	Text
0100	Te Tai Tokerau/Tāmaki-makaurau (Northland/Auckland) Region, not further defined
0101	Te Aupōuri
0102	Ngāti Kahu
0103	Ngāti Kurī
0104	Ngāpuhi
0105	Ngāpuhi ki Whaingaroa-Ngāti Kahu ki Whaingaroa
0106	Te Rarawa
0107	Ngāi Takoto
0108	Ngāti Wai
0109	Ngāti Whātua
0110	Te Kawerau
0111	Te Uri-o-Hau
0112	Te Roroa
0200	Hauraki (Coromandel) Region, not further defined
0201	Ngāti Hako
0202	Ngāti Hei
0203	Ngāti Maru (Marutuahu)
0204	Ngāti Paoa
0205	Patukirikiri
0206	Ngāti Porou ki Harataunga ki Mataora
0207	Ngāti Pūkenga ki Waiau
0208	Ngāti Rāhiri Tumutumu
0209	Ngāi Tai (Hauraki)
0210	Ngāti Tamaterā
0211	Ngāti Tara Tokanui
0212	Ngāti Whanaunga
0300	Waikato/Te Rohe Pōtae (Waikato/King Country) Region, not further defined
0301	Ngāti Haua (Waikato)
0302	Ngāti Maniapoto

Code	Text
0303	Ngāti Raukawa (Waikato)
0304	Waikato
0400	Te Arawa/Taupō (Rotorua/Taupō) Region, not further defined
0401	Ngāti Pikiao (Te Arawa)
0402	Ngāti Rangiteaorere (Te Arawa)
0403	Ngāti Rangitihi (Te Arawa)
0404	Ngāti Rangiwewehi (Te Arawa)
0405	Tapuika (Te Arawa)
0406	Tarāwhai (Te Arawa)
0407	Tūhourangi (Te Arawa)
0408	Uenuku-Kōpako (Te Arawa)
0409	Waitaha (Te Arawa)
0410	Ngāti Whakaue (Te Arawa)
0411	Ngāti Tūwharetoa
0412	Ngāti Tahu-Ngāti Whaoa (Te Arawa)
0500	Tauranga Moana/Mātaatua (Bay of Plenty) Region, not further defined
0501	Ngāti Pūkenga
0502	Ngaiterangi
0503	Ngāti Ranginui
0504	Ngāti Awa
0505	Ngāti Manawa
0506	Ngāi Tai (Tauranga Moana/Mātaatua)
0507	Tūhoe
0508	Whakatōhea
0509	Te Whānau-a-Apanui
0510	Ngāti Whare
0600	Te Tai Rāwhiti (East Coast) Region, not further defined
0601	Ngāti Porou
0602	Te Aitanga-a-Māhaki
0603	Rongowhakaata
0604	Ngāi Tāmanuhiri

Code	Text
0700	Te Matau-a-Māui/Wairarapa (Hawke's Bay/Wairarapa) Region, not further defined
0701	Rongomaiwahine (Te Māhia)
0702	Ngāti Kahungunu ki Te Wairoa
0703	Ngāti Kahungunu ki Heretaunga
0704	Ngāti Kahungunu ki Wairarapa
0705	Ngāti Kahungunu, region unspecified
0706	Rangitāne (Te Matau-a-Māui/Hawke's Bay/Wairarapa)
0707	Ngāti Kahungunu ki Te Whanganui-a-Orotu
0708	Ngāti Kahungunu ki Tamatea
0709	Ngāti Kahungunu ki Tamakinui a Rua
0710	Ngāti Pāhauwera
0711	Ngāti Rākaipaaka
0800	Taranaki (Taranaki) Region, not further defined
0801	Te Atiawa (Taranaki)
0802	Ngāti Maru (Taranaki)
0803	Ngāti Mutunga (Taranaki)
0804	Ngā Rauru
0805	Ngā Ruahine
0806	Ngāti Ruanui
0807	Ngāti Tama (Taranaki)
0808	Taranaki
0809	Tangāhoe
0810	Pakakohi
0900	Whanganui/Rangitīkei (Wanganui/Rangitīkei) Region, not further defined
0901	Ngāti Apa (Rangitīkei)
0902	Te Ati Haunui-a-Pāpārangi
0903	Ngāti Haua (Taumarunui)
0904	Ngāti Hauiti
1000	Manawatū/Horowhenua/Te Whanganui-a-Tara(Manawatū/Horowhenua/Wellington)Regionnfd
1001	Te Atiawa (Te Whanganui-a-Tara/Wellington)

Code	Text
1002	Muaūpoko
1003	Rangitāne (Manawatū)
1004	Ngāti Raukawa (Horowhenua/Manawatū)
1005	Ngāti Toarangatira (Te Whanganui-a-Tara/Wellington)
1006	Te Atiawa ki Whakarongotai
1007	Ngāti Tama ki Te Upoko o Te Ika (Te Whanganui-a-Tara/Wellington)
1100	Te Waipounamu/Wharekauri (South Island/Chatham Islands) Region, nfd
1101	Te Atiawa (Te Waipounamu/South Island)
1102	Ngāti Koata
1103	Ngāti Kuia
1104	Kāti Māmoe
1105	Moriori
1106	Ngāti Mutunga (Wharekauri/Chatham Islands)
1107	Rangitāne (Te Waipounamu/South Island)
1108	Ngāti Rārua
1109	Ngāi Tahu / Kāi Tahu
1110	Ngāti Tama (Te Waipounamu/South Island)
1111	Ngāti Toarangatira (Te Waipounamu/South Island)
1112	Waitaha (Te Waipounamu/South Island)
1113	Ngāti Apa ki Te Rā Tō
2001	Tainui
2002	Te Arawa
2003	Tākitimu
2004	Aotea
2005	Mātaatua
2006	Mahuru
2007	Māmari
2008	Ngātokimatawhaorua
2009	Nukutere
2010	Tokomaru
2011	Kurahaupō

Code	Text
2012	Muriwhenua
2013	Hauraki / Pare Hauraki
2014	Tūranganui a Kiwa
2015	Te Tauihu o Te Waka a Māui
2016	Tauranga Moana
2017	Horouta
2101	Te Atiawa, region unspecified
2102	Ngāti Haua, region unspecified
2103	Ngāti Maru, region unspecified
2104	Ngāti Mutunga, region unspecified
2105	Rangitāne, region unspecified
2106	Ngāti Raukawa, region unspecified
2107	Ngāti Tama, region unspecified
2108	Ngāti Toa, region unspecified
2109	Waitaha, region unspecified
2110	Ngāti Apa, area unspecified
2200	Hapū Affiliated to More Than One Iwi
9999	Not Stated

5.4 Arrivers: Appendix D – Valid Verification Document Types

Code	Text
20175	Full NZ Birth Certificate
20176	NZ Passport
20184	Australian Passport
20628	Student Visa/Permit (unexpired)
20177	Other Passport
20182	Application for Refugee Status
20622	Refugee Travel Documents
20181	Certificate of Identity (for Refugees)
20183	Australian Full Birth Certificate

Code	Text
20179	Certificate of Date of Birth
20180	Cert. of NZ Nationalisation or Citizenship
20195	Cook Island Certification of Naturalisation
20192	Cook Island Certification of Registration
20186	Cook Island Full Birth Certificate
20189	Cook Island Letter of Confirmation
20198	Immigration Documentation
20626	Limited Purpose Permit
20197	Niuean Certification of Naturalisation
20194	Niuean Certification of Registration
20188	Niuean Full Birth Certificate
20191	Niuean Letter of Confirmation
20620	Proof of NZ residency application in progress
20621	Proof of Citizenship application in progress
20627	Proof of CYF status
20196	Tokelauan Certification of Naturalisation
20193	Tokelauan Certification of Registration
20187	Tokelauan Full Birth Certificate
20190	Tokelauan Letter of Confirmation
20178	Whakapapa

5.5 Arrivers: Appendix E – Valid Verification document combinations

The following Ministry1 table outlines valid combinations between the attributes Citizenship, Eligibility Criteria and Verification Document.

[1] Ministry of Education Arrival Upload Specification for SMS Vendors V1.0.doc

Citizenship implies Eligibility Criteria and Verification Document Type

Citizenship	Eligibility Criteria	Code	Verification Doc	Code
NZL	NZ citizen (incl. Tokelau, the Cook Is., Niue)	20199	NZ Passport	20176
			Full NZ Birth Certificate	20175
			Certificate of NZ Nationalisation or Citizenship	20180
			Whakapapa	20178
			Cook Island Certification of Naturalisation	20195
			Cook Island Certification of Registration	20192
			Cook Island Full Birth Certificate	20186
			Cook Island Letter of Confirmation	20189
			Niuean Certification of Naturalisation	20197
			Niuean Certification of Registration	20194
			Niuean Full Birth Certificate	20188
			Niuean Letter of Confirmation	20191
			Tokelauan Certification of Naturalisation	20196
			Tokelauan Certification of Registration	20193
			Tokelauan Full Birth Certificate	20187
			Tokelauan Letter of Confirmation	20190
			Australian Full Birth Certificate	20183
			Certificate of Date of Birth	20179
AUS	Australian Citizen	20201	Australian Passport	20184
			Australian Full Birth Certificate	20183
			Certificate of Date of Birth	20179
anything but NZL,	Refugee claimant or dependent of one	20206	Application for Refugee Status	20182
			Refugee Travel Document	20622
			Certificate of Identity (for Refugees)	20181
			Australian Full Birth Certificate	20183

Citizenship	Eligibility Criteria	Code	Verification Doc	Code
AUS			Certificate of Date of Birth	20179
			Other Passport	20177
			Immigration Document	20198
			Student Visa/Permit (unexpired)	20628
	Holder of Limited Purpose Permit	20624	Limited Purpose Permit	20626
			Australian Full Birth Certificate	20183
			Certificate of Date of Birth	20179
			Other Passport	20177
			Immigration Document	20198
			Student Visa/Permit (unexpired)	20628
anything but NZL, AUS	Dependent of NZ resident with residency application	20613	Proof of NZ residency application in progress	20620
			Australian Full Birth Certificate	20183
			Certificate of Date of Birth	20179
			Other Passport	20177
			Immigration Document	20198
			Student Visa/Permit (unexpired)	20628
	Dependent of NZ citizen with citizenship application	20612	Proof of Citizenship Application in progress	20621
			Australian Full Birth Certificate	20183
			Certificate of Date of Birth	20179
			Other Passport	20177
			Immigration Document	20198
			Student Visa/Permit (unexpired)	20628
	International in CYF care	20625	Proof of CYF status	20627
			Australian Full Birth Certificate	20183
			Certificate of Date of Birth	20179
			Other Passport	20177

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Citizenship	Eligibility Criteria	Code	Verification Doc	Code
			Immigration Document	20198
			Student Visa/Permit (unexpired)	20628
	NZ Resident	20200		
	International Fee Paying	20213		
	Student on Government approved exchange scheme	20215		
	Entered NZ for adoption	20207		
	Dependent of a valid Work Permit Holder	20211		
	Dependent of Diplomat or Consular Official	20209		
	Dependent of Member of a visiting force (or civilian component)	20614		
	Dependent of scientific programme or Antarctic expedition member	20615		
	Dependent of person on Government approved exchange scheme	20616		
	Dependent of enrolled international PhD student	20416		
	Dependent of Commonwealth Scholarship Holder	20212		

Australian Full Birth Certificate	20183
Certificate of Date of Birth	20179
Other Passport	20177
Immigration Document	20198
Student Visa/Permit (unexpired)	20628
Dependent on ex-Diplomat or ex-Consular Official	20623
Dependent on NZAID scholarship holder	20214
28 Day Waiver (Calendar days)	20216
Extended 28 Day Waiver	20384

5.6 Leavers: Appendix A – Valid Intended regions

code	region
999	Area Outside Territorial Authority
63	Ashburton District
7	Auckland City
61	Banks Peninsula District
55	Buller District
49	Carterton District

code	region
32	Central Hawkes Bay District
69	Central Otago District
67	Chatham Islands County
60	Christchurch City
72	Clutha District
71	Dunedin City

code	region
1	Far North District
10	Franklin District
28	Gisborne District
74	Gore District
56	Grey District
16	Hamilton City
30	Hastings District
12	Hauraki District
42	Horowhenua District
58	Hurunui District
75	Invercargill City
54	Kaikoura District
3	Kaipara District
43	Kapiti Coast District
26	Kawerau District
46	Lower Hutt City
39	Manawatu District
8	Manukau City
53	Marlborough District
48	Masterton District
15	Matamata-Piako District
65	McKenzie District
31	Napier City
52	Nelson City
33	New Plymouth District
5	North Shore City
27	Opotiki District
18	Otorohanga District
40	Palmerston North City
9	Papakura District
44	Porirua City
70	Queenstown-Lakes District
38	Rangitikei District
4	Rodney District

code	region
24	Rotorua District
36	Ruapehu District
62	Selwyn District
35	South Taranaki District
19	South Waikato District
50	South Wairarapa District
73	Southland District
34	Stratford District
41	Tararua District
51	Tasman District
21	Taupo District
23	Tauranga District
11	Thames-Coromandel District
64	Timaru District
45	Upper Hutt City
13	Waikato District
59	Waimakariri District
66	Waimate District
17	Waipa District
29	Wairoa District
6	Waitakere City
68	Waitaki District
20	Waitomo District
37	Wanganui District
47	Wellington City
22	Western Bay of Plenty District
57	Westland District
25	Whakatane District
2	Whangarei District

6 ELMU Appendix A

Attendance Code Conversion

School Code	Attendance for Home Use Code (derived from the truancy code set)		Classroom
?	?	Unknown reason (A temporary code)	Not in class
P	P	Present	In class
L	L	Student Late for class	Not in class
S	J	Sickbay	Not in class
D	J	Doctor/Dentist Appointment	Not in class
I	J	Internal school appointment or activity – Dean, DP, sports administrator, data entry person etc	Not in class
E	U	Student is absent with an Explained, but unjustified reason	Not in class
M	J	Student absent due to short-term illness/Medical reasons.	Not in class
J	J	Justified explanation within the school policy	Not in class
T	U	No (or not justifiable) explanation – truant	Not in class
V	P	Study Period	In class (or possibly not in class)
N	P	On a school based activity	Not in class
Q	P	Attending a School trip/camp	Not in class
W	P	Work experience	Not in class
R	P	Removed (temporarily) from regular class (internal school student isolation)	Not in class
X	J	On Exam leave	Not in class

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O	O	Student is Overseas	Not in class
K	J	Attending a Teen Parent Unit	Not in class
A	P	Attending Alternative Education	Not in class
Y	J	Attending an Activity centre	Not in class
F	P	Attending an offsite course/class	Not in class
H	J	Attending a Health camp/Regional Health School/Residential School	Not in class
C	J	Student is attending Justice Court proceedings	Not in class
U	J	Student is Stood down or Suspended	Not in class